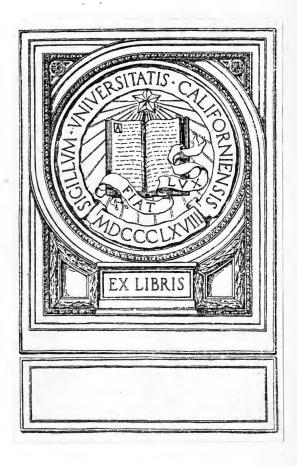
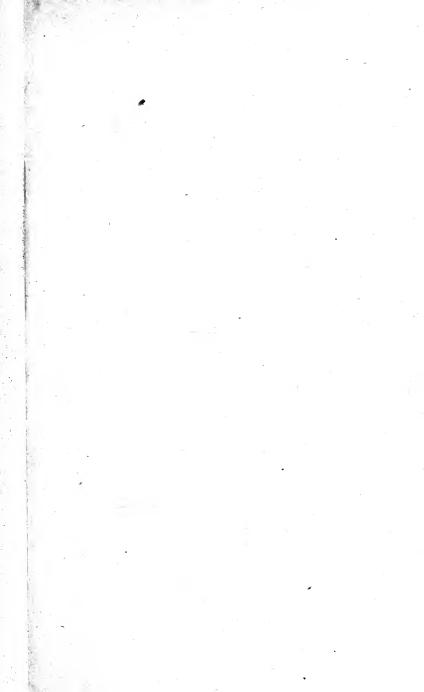


\$B 280 528

## HANDBOOK of ADVERTISING

C. JONES







# HANDBOOK OF ADVERTISING

### FROM THE SAME PUBLISHERS

- SALESMANSHIP. By W. A. CORBION and G. E. Grimsdale. In crown 8vo, cloth, 2s. 6d. net.
- THE THEORY AND PRACTICE OF ADVERTISING. By W. DILL SCOTT, Ph.D. With illustrations, in demy 8vo, cloth, 240 pp., 6s. net.
- The Psychology of Advertising. By the same Author. With illustrations, in demy 8vo, cloth, 282 pp., 6s. net.
- THE PRINCIPLES OF PRACTICAL PUBLICITY. By TRUMAN A. DE WEESE. With illustrations, in demy 8vo, cloth, 266 pp., 7s. 6d. net.
- ADS AND SALES. A Study of Advertising and Selling from the standpoint of the new principles of scientific management. By HERBERT N. CASSON. In demy 8vo, cloth, 6s. net.

# HANDBOOK OF ADVERTISING

A Manual for those who wish to become acquainted with the Principles and Practice of Advertising

BY

CHRISTOPHER JONES



London
Sir Isaac Pitman & Sons, Ltd., 1 Amen Corner, E.C.
Bath and New York

1912

HF5821

PRINTED BY SIR ISAAC PITMAN & SONS, LTD., LONDON, BATH, AND NEW YORK

4 F532/

### **PREFACE**

This work has been designed to aid those who wish to become acquainted with the principles and practice of advertising, and its place in commerce. It contains a review of the present position of advertising, a plain statement of facts proved by actual experience, backed up by data, which will prove of considerable interest to those directly interested in the manufacture and sale of goods. The book will be of the greatest value to manufacturers and others contemplating an advertising campaign for the purpose of increasing their opportunities of output, as it contains the advice of an expert, both from the financial and practical standpoints, while students of business problems will find in it much that is sound and logical—the outcome of wide experience and careful observation.

Digitized by the Internet Archive in 2007 with funding from Microsoft Corporation

### CONTENTS

	CHAPTER I	PAGE	
in profits the recent education the buyin —The ma be the of goodwill of by which	G as a business-bringing factor—Lowering cost of production—A history of trade—The buying public has done for them—A tendency on g public to trace the source of thei unufacturers' problem—The buying pejective of all selling schemes—Whof the manufacturer's business?—The manufacturer can secure to himself articles manufactured by him.	survey of c, and what the part of r purchases public must o owns the ne only way recognition	
CHAPTER II			
any two bilities i marking for priations commens be large against fapremium	cising campaign—No two methods a commodities—Cloth manufacturers n advertising trade-marked fabrithe goods—The value of a trade ma and their allocation—An appropriationate with the capacity of the busienough to ensure success and alsi allure—Advertising appropriations of which must be paid by the manug in the market.	and possi- rics—Trade- rk—Appro- ion must be  iness—Must  o to guard  lefined as a	
	CHAPTER III.		
TRADE mar Marks A elucidated	cks—Preventing substitution—What ct, 1905, means—The Act summ d—Use of the Royal Arms in trade i	the Trade harised and marks 16	
	CHAPTER IV		
weeklies— The adv Press adv the coupoused to t	ertising—Suitable media—London —The provincial press—Magazine ac ertising agency—Advertising copy- vertising compared and discussed—Ton, and its disadvantages—Method trace results from Press advertising r record keeping	dvertising— —Styles in he utility of s of keying —Specimen	

### CHAPTER V

PAGE

CATALOGUES, price-lists, and booklets defined—Catalogues amongst the oldest forms of advertising—Improvement required in some productions—Catalogue compiling a highly technical branch of advertising—The lay-out of a trade catalogue—Economy in the use of illustrative matter—The selling argument—Classification of goods under different headings—Price-lists should be made with a view to adding to their permanency—Booklets essentially an educative factor—May be so arranged as to present a complete history of the product—Should they contain prices?—A series of booklets preceding and following the general catalogue

34

### CHAPTER VI

Outdoor publicity—Posters: their design and object— Charges and renewals—Sizes of posters—Inspection necessary at frequent intervals-Travellers should be asked to co-operate—Arrangement of hoardings—Improvement in artistic arrangement needed—Plating, metal plates, transparencies, etc.—Thickness, styles and shapes—Railway advertising—Outside plating—Cost of space, fixing, plates, etc.—Duration of outside plating contracts—Railway carriage advertising—A potent opportunity for advertisers hitherto not taken advantage of-Positions for plates-The "line of sight"-Cost per panel and other charges—Gable advertising—Painting and choice of position—Terms and conditions of leasing the gable—Painted gables compared with plated gables—Transparencies— Fixing on to doors, etc.—Heights, size, and prices— Methods of fixing—Renewals

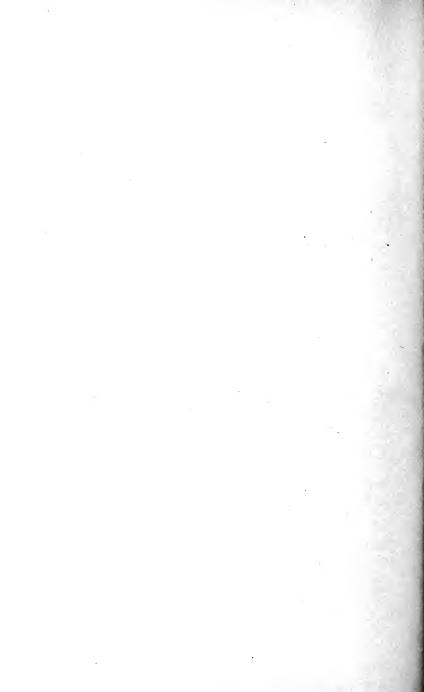
43

#### CHAPTER VII

59

### CONTENTS

CHAPTER VIII	PAGE
Typography, electros, woodcuts, etc.—Descriptions and names of types—Specimens of leading type faces—The point system—Increasing or decreasing the number and size of type—Blocks, electros, woodcuts, stereos: their uses and methods of manufacture—Cost of production—Specimens—Sizes of printing papers, etc.—Pasteboards—Measurements for book work—Strawboards, etc	e l r -
CHAPTER IX	
CLASSIFIED list of newspapers and periodicals of the United Kingdom	l . 87



### Handbook of Advertising

### CHAPTER I

### THE TREND OF COMMERCE

Although British manufacturers and traders are renowned for their enterprise, and granting that advertising as a business-bringing factor is now recognised by most concerns engaged in the manufacture and sale of goods, there nevertheless remains a large number of manufacturers and traders in this country to whom advertising has not yet been made to appeal. Some of these manufacturers, face to face with diminishing turnovers, and harassed by competition daily increasing in its intensity, are yet content to stand still, or endeavour to discover a way out of their difficulties in directions other than through the medium of advertising. Some endeavour to lower the cost of production of the finished article, or seek to obtain their raw material supplies in more advantageous markets, and by a series of economies in other directions, make up the deficiency in profits.

Whilst all these methods may, and doubtless do, achieve some results, they are, at the best, only palliatives. If a manufacturer looks too deeply into his cost of production, and endeavours, by means of the economies mentioned, to effect a saving, there is always the risk of efficiency being lowered, and what is worse, the standard of quality in the manufactured article

being lowered also.

If we take it as being a fact, therefore, that the manufacturer who does not advertise his goods is faced with serious difficulties at the present time, a brief survey of the recent history of trade will furnish the reason for this state of affairs.

Up to within a few years ago manufacturers in this country sold what the retailer thought he could sell to the buying public at a profit, and the buying public, not so much through a lack of knowledge of their requirements, but rather in ignorance as to where their requirements could be obtained, were compelled to take what the retailer had to offer them and to pay the price demanded, or do without. These were undoubtedly the days of profit to the retailer, and of dissatisfaction to the general buying public.

But advertising, coupled with increased educational facilities, have made known to the people that there is no reason why they should take just what the retailer offers them. They have discovered that, if a local shopkeeper stocks a certain brand of goods, it is a hundred chances to one that other articles, similar in quality and possibly lower in price, exist and are available, if not at his shop then elsewhere. The retailer also knows this, hence it is to the advantage of both parties, if a sale is to be effected, that the buyer is informed of the comparative values between articles of similar characteristics or manufactured for similar purposes. retailer does not stand in the same position as he did a few years ago. The buying public know quite as well as he does that the articles offered for sale over the counter are not of the retailer's own manufacture but have been purchased by him, and that if the articles are on sale in his establishment they will also be on sale in the establishments of his competitors.

The outcome of this has been the creation of a tendency

on the part of the buying public to trace the origin of the goods proffered to them by the retailer, just as the manufacturer insists upon knowing the source of his raw material supply, although the same motive for doing so cannot be said to be entirely applicable to the

buying public.

Although this revolution in the attitude of the buying public has not been the outcome of any sudden impulse, it may be safely attributed to the fact that advertising has brought before the people the names and characteristics of certain products, and the buying public have come to demand these articles from the retailer as a direct consequence.

If this be true, then the buying public, and the public only, must be the objective of all selling schemes at the present time, seeing that the public are alike the most important factors in the success or failure of a business. The public are the purchasers,—wholesalers, retailers and travellers are but a means to an end, mediums the value of which to the manufacturer may be safely said to be a diminishing quantity.

The problem to be dealt with by manufacturers is,

therefore, how can they reach the buying public?

The problem, the writer submits, can only be tackled in one way and that way is through the adoption of advertising. If we assume, as already stated, that the buying public must be the objective if the manufacturer is to succeed, the buying public must consequently be reckoned with first if the manufacturer is to dispose of his goods, seeing that the public are at once the judges and ultimate buyers of his products, and if a demand for them on the part of the buying public can be created and fostered, wholesalers and retailers will be forced to stock them.

Another reason why the manufacturer should make

the buying public his objective is, that he knows quite well that retailers, as a class, are quite indifferent as to who is the manufacturer of the goods sold to them by the wholesaler. Frequently the retailer never comes into actual contact with the manufacturer of the goods he stocks, being content to do his business through the wholesaler. Logically, therefore, the wholesaler in this case owns the manufacturer's goodwill, and should disruption arise between manufacturer and wholesaler the latter would not hesitate to transfer his orders elsewhere, even though he may have built up and maintained his own connection with the retailers to a certain degree on the merits and price value of the goods supplied to him by the manufacturer.

In the case of the retailer, and his allegiance to any one manufacturer, this is invariably a negligible quantity. Tempted by price-cutting, amongst other things, there is not a retailer in the country but would transfer his business to a competitive firm, for the simple reason that he is out for profits, and sentiment does not form any part of his reasoning.

Further, and perhaps the most vital of all considerations is that, sooner or later, either the wholesaler or the retailer may discover that he can make the goods for himself cheaper than he can buy from the manufacturer. The eventuality therefore arises that he will enter the field as competitor, and, with his knowledge of the goods, added to the connection already established amongst the buying public, proceed to manufacture and sell for himself, thus reducing the manufacturer's turnover and consequently his profits.

The questions, therefore, that a non-advertising manufacturer should ask himself at the present time are,—how can I reach the buying public direct, gain their confidence and thus secure adequate recognition of the

articles manufactured by me? As it is important, in order to gain the confidence of the people, that I first make known the existence of my goods, how can I best accomplish this? And, as at present the wholesaler and retailer are the owners of my goodwill, how can I create a demand with the buying public so as to eliminate conditions at present existing, and safeguard to myself the possession of the goodwill of my business?

The answer to these questions is that advertising, in its broadest meaning, is the only effective way yet known.

### CHAPTER II

#### THE ADVERTISING CAMPAIGN

In the actual planning of a selling scheme, many difficulties and side issues present themselves. The most important is that no two commodities are exactly alike, and therefore no two advertising campaigns can be conducted on identical, or anything approaching identical lines, neither can any hard and fast rules be laid down in the planning of any system of advertising a commodity, as it will frequently be found necessary to modify or amplify certain details in the scheme to meet contingencies as they arise. Any outlined method of placing goods on the market must, therefore, of necessity be somewhat elastic in its application. For the purposes of example, however, the writer, in outlining a means through the medium of which the buying public may be reached with a fair degree of certainty, has chosen a staple article.

We will presume that a cloth manufacturer wishes to increase his output, augment his turnover with corresponding profit to himself, and safeguard his goodwill, and in selecting cloth as an example, the writer would here say that no other commercial commodity has such a future before it as has trade-marked cloth-produced in this country. Hitherto the actual manufacturer of the cloth used in making up wearing apparel generally has been content to rely upon the wholesale clothier for the sale of the output from his looms, and any advantages due to the excellence of his article have been used by the clothier to increase his business. The buying public have but little knowledge of the cloths

produced by any single manufacturer, and indeed, it may be said that one of the reasons why the wholesale clothing trade is so profitable is that the average buyer of the finished article knows nothing about the quality, make or finish of the cloth furnished. The purchaser is quite at the mercy of the clothier, who sells him just what he thinks he will like. If a cloth looks well, handles well and is backed by the clothier's assurance that it will wear well, he is satisfied.

Wearing apparel is second only to food as a necessary article in demand, and the textile manufacturers of this country have hitherto not been as keen in seizing the possibilities in advertising their products as have been food manufacturers, manufacturers of household requisites, proprietary medicine exploiters and others.

It follows, therefore, if the manufacturer is to succeed in interesting the buying public in his goods, and thereby creating a steady demand for his articles to the exclusion of those of his competitors, that the first step taken must be to educate the public,—that is, the advertising at the commencement must be planned solely with the idea of informing the populace of the distinctive features in the cloth made by the manufacturer. For instance. if it is an all-wool fabric, it will be an easy matter for the manufacturer to introduce into his advertising literature incontrovertible arguments bearing out the superiority of woollen cloth over any other fabric, both utilitarian and hygienic points of view. public should be taught the names and distinctive characteristics of each grade of cloth manufactured, and new or seasonable fabrics should be brought before their notice. They should be taught that the fabrics manufactured by the advertiser stand for everything that the purchaser desires,-money value, finish, wearing qualities and general appearance.

<sup>2-(1713)</sup> 

The cloths should be trade-marked. This is an important essential, and it should be impressed upon the user that the trade mark is furnished as the manufacturer's guarantee. Although a trade mark has no value until it has been advertised a considerable time. as an asset to the advertiser and as a guarantee of quality to the consumer, it serves a double purpose, the value of which, to both advertiser and consumer, cannot be overestimated. The manufacturing clothier affixes his label to the suit he turns out, but it is not in any way a guarantee of quality in the cloth. It may serve some purpose as an advertisement of the clothier's establishment. but, from the writer's observation, very few clothiers appear to realise the value of a trade-marked label. or the part it should be made to play in the assets of a business. And if the clothier does not realise the value of a trade mark, then the textile manufacturer's opportunity is increased in consequence.

The methods of advertising which it is proposed to

treat are :-

(1) Trade-marking the goods.

(2) Press advertising.

(3) Catalogues and booklets.

(4) Outdoor publicity.

(5) Postal advertising.

Before dealing with the foregoing, the matter of appropriation will require to be settled, that is, the amount of money the would-be advertiser has at his command and which he is willing to invest in advertising. A common type of would-be advertiser is he who has only a little money to spare, or who feels disposed to appropriate only a small sum for the purpose, fearing that the intangible nature of advertising brings it within the category of a "gamble." Another is quite

willing to invest a small sum at the outset, and to assign all the profits accruing, or the greater portion of them,

for future appropriations.

But it will be found that the advertiser of either type referred to, who hopes to succeed in this way, will be disappointed with the immediate results. It may be urged by some that gigantic businesses, which are flourishing at the present time, and which, to all outward appearances, are still growing in importance, have been built up from modest commencements. This is perfectly true, but it must be remembered that conditions have changed, and the factors in advertising success which governed commercial conditions twenty years ago, or less, have long become extinct, and the inception of these flourishing businesses occurred long before competition reached its present pitch. The days of the modest appropriation advertiser have gone never to return. It is useless for anyone to hope for even moderate success unless he has sufficient capital at his disposal to start on a scale proportionate to the difficulties which he has to combat and to enable him to hold his own against competitive advertisers of similar products already in the field. An advertising appropriation must not only be large enough to ensure success, but it should be large enough to provide for possible failure, or discouragement at the beginning of, or mid-way in the progress of, the campaign. Contingencies and unforeseen difficulties have a knack of turning up quite unexpectedly at crucial moments, and it is just at these moments that, should the advertiser be lacking in the capital necessary to surmount them by increased advertising, all his previous efforts, and all his expenditure of money, will be wasted; and the man who can foretell when these crises are likely to present themselves is just as rare an individual as he who can

clearly predict the actual results of any advertising campaign. By this, however, is not meant that an advertising campaign must, of necessity, be entered upon with the feeling that it is a hazard. Given certain conditions and normal opportunities, backed by sterling value for money, and intelligent direction of details, it can be made to yield excellent results. It is being done every day, but the exact ratio of profit to expenditure must always remain a matter of hope and speculation.

Under the conditions at present governing commerce and trade, it may be said that a business which is being newly started must advertise, and that an existing business, in order to progress, must advertise. In all matters of commercial enterprise the natural limitation is the amount of money available for various purposes of expansion, and as it may be taken for granted that advertising in an adequate manner is part and parcel of the general proposition arising in any new business, the capital asked for on the prospectus announcing the formation of a new company, should embrace an amount to cover this expenditure. This has been recognised by more than one successful business magnate.

In embarking upon the exploitation of a manufactured article it is always essential that the production be commensurate with the capacity of the business. It may be urged that it is difficult to estimate the amount required to advertise a manufactured product successfully, but just as a technical man can estimate more or less accurately the amount of stock, machinery, plant, labour, etc., required to give a certain output, those whose business it is to be acquainted with the ins and outs of advertising methods and campaigns, can gauge, to some approximately workable degree, what amount of money is necessary to ensure advertising results proportionate to the amount expended. It is noteworthy

that one often sees in the prospectus announcing the flotation of a new business, that great stress is laid on what can be done in the way of efficient manufacture of the article and what the product is expected to sell at, these results being based on a limited period and a limited output.

Although the capital asked for often allows a profit margin for general exigencies, very rarely do promotors candidly recognise that capital is required for advertising

purposes.

In order to gauge what proportion should be estimated in regard to the advertising of any particular article, as much consideration should be given to the advertising proposition as would be given to location of the works, and all the other essentials necessary for the successful production of the article. In many cases much time and money would have been saved had this problem been tackled on the formation of a concern rather than left to be adopted later as a sort of compulsory expenditure after the remainder of the financial and other arrangements had been completed. There seems to be a neglect on the part of many enterprisers to realise that advertising is a necessary part (and should, for that reason, be an integral part) of the arrangements of a commercial venture, and any scheme having for its object the marketing of a manufactured product, especially if that commodity comes into direct competition with other commodities, or is used as a substitute, should embrace sufficient financial provision to carry out a well considered advertising campaign.

In the case of a business which has been established for a considerable time, the problem of the advertising appropriation will be simplified to some extent. Experience will enable the manufacturer to adjust and modify his arrangements in accordance with the results achieved

by the various methods of marketing the goods which he has, in the ordinary way of business, adopted in the past, but it must not be expected, once advertising has been embarked upon, that it can ever be wholly dispensed with, although there is no doubt that, at the conclusion of a well balanced and widely effective advertising campaign, the cumulative effects can be maintained to an appreciable degree by continuing to advertise through the most effective, but not necessarily the most expensive, channels discovered in the progress of the campaign. The experience thus gained will enable a certain amount of pruning to be done without loss of efficiency, but in the commencement seeds must, of necessity, be sown more or less broadcast. Some of the money spent may apparently achieve no tangible result, although it will be impossible to say that any one advertisement has achieved nothing, because even the most ineffective advertisement is an announcement of the existence of the business, if nothing else.

It is a well known fact that traders who desire to open a retail shop will often pay a comparatively large premium for the option of securing a desirable site, and it often occurs that those who have paid the largest premiums for the best site procurable are those who reap the greatest benefits.

If it is recognised, therefore, that it is necessary to pay a premium in order to put one's trade before the public at a desirable point, it cannot be expected that a new man can enter into competition with all the manufacturers of the same class of goods, without being willing to pay a premium in order that the buying public may be informed of his existence and the existence of his goods. The initial expenditure in an advertising campaign, may, therefore, be defined as a premium which, amongst other things, has to be paid for a new

manufacturer's footing in the commercial world,—that is, if it is economically sound to pay a premium for bringing one's goods before the notice of the buying public by the purchase of a desirable site, it is equally as economically sound to pay a premium to bring one's goods before the buying public by means of an advertising campaign. Once having become known to the public, the manufacturer or dealer will require to maintain the demand created for his goods, and also, if he is progressive,

to extend his operations in other directions.

Where a business has been in existence for some time, and by the customary methods of selling, whether by travellers, agents or other channels, it has established a connection which may apparently be profitable, there sooner or later comes a time when such a business may cease to progress, and, once having ceased to progress, there is always the danger of a retrograde movement being set in motion. This is very often one of those crucial points in the history of trade, when manufacturers with old-established connections and prejudices, begin to think that there may be something in advertising. This feeling is often engendered by the fact that so many of their competitors advertise without apparently losing by what old-fashioned people call speculation, but there is always a danger in advertising, when considered at a point like this, that it may be foredoomed to failure by being inefficiently planned, imperfectly understood, or carried out with a lack of the enthusiasm necessary for its success.

As a rule, in the case of a going concern with an established trade to its credit, there is no great need to cast about in order to discover the most effective channels through which the advertising may be conducted, as the experience already gained in the business and the class of people who buy the goods will enable one understanding

the art of advertising to grasp the importance of the most suitable channels through which the advertising may be directed.

The amount required to be appropriated for the purposes of advertising will naturally vary according to the nature of the business and the expansion looked for, but whether in the case of a new business or an established concern, the initial advertising appropriation should not be regarded as a trading expense of the period in which the advertising is being undertaken, but should be viewed as a capital outlay or investment which will not yield all its results immediately.

With regard to the methods of allocating appropriations of this description, this will, of course, depend upon the amount of money available, but if an established business, wishing to enter upon an advertising campaign, were to appropriate out of its reserve capital, a sum sufficient for the purposes of carrying out the advertising, and create a fund with the sum thus appropriated, until an increase in actual results took place, all the expenditure necessary could be drawn from the fund thus created, and when an increase in the profits resulted, brought about by the advertising campaign, a portion of the additional profits could be used to reinstate the fund. By this means it will be seen that as the advertising began to yield results, the capital outlay originally appropriated would be entirely reinstated, and the normal advertising expenditure borne by each trading period as paid,—that is, the same principles should be adopted with regard to initial outlays in advertising as would be adopted in the opening up of a new branch of an existing business which required a sum to be paid in establishing its position, apart from the actual outlay required for fixed plant, machinery, etc. This latter is being done every day, the expenditure being recouped

out of the proportionate profits spread over a number of years. All manufacturers recognise that, in establishing a branch, such branch must be put on a proper working basis, and in respect to an established concern, the beginning of advertising should be regarded in the light of opening up a new branch of its business and the expenditure required treated in the same way in regard to its effect on the business and its resources.

### CHAPTER III

### TRADE MARKS

ONE of the most valuable advantages of a trade mark is that the risk of substitution is reduced to a minimum. Substitution has been defined as an attempt on the part of a seller to palm off on to the buyer something claimed to be just as good or better in quality than the actual article asked for. The law on the subject is too intricate to admit of its being dealt with here, but speaking generally, if a purchaser went into a shop and asked for a length of a particular firm's cloth, and the shopkeeper tendered and finally sold to the purchaser cloth of another make, quality and price, it would be held that "substitution" had occurred and the seller would render himself liable in law. Recent cases before the Courts, however, point to the fact that, as deception has first to be proved, it is not an easy matter to bring a case home to the satisfaction of legal authorities, to the extent necessary to obtain an injunction against the perpetrator. For this reason, therefore, and the extent to which substitution is being carried on in retail circles at the present time, the manufacturer in selecting his trade mark will do well to see that it is as distinctive and protective as it can possibly be made. He should also have a general search made amongst the trade marks of his competitors, and profit by their experience in securing a registrable trade mark for his own commodity. He will also do well to consult some expert conversant with the value of trade marks from an advertising point of view, so as to preclude the possibility of its

value in this direction being depreciated by incongruity of design or lack of euphony in the word or words used.

Apart from the risk of substitution, there is also the risk of actual infringement to be guarded against.

To aid the manufacturer, the following brief particulars, gleaned from the <u>Trade Marks Act</u>, 1905 (an Act framed for the purpose of eliminating the intricacies which, prior to the Act, surrounded the law on trade marks,) will be found of service.

The Act provides that a registrable trade mark must consist of at least one or more of the following distinctive essentials:—

1. The name of a company, individual or firm represented in a special or a particular manner.

2. The signature of the applicant for registration or the signature of one of his predecessors in business.

3. An invented word or a number of invented words.

4. A word or words having no reference to the character or quality of the goods not being according to its ordinary signification a geographical name or a surname.

Clause 1. provides that the name of a company, individual or firm represented in a special manner is registrable. Thus if the word "Smith" may be considered registrable, provided it is embodied in a design distinct from ordinary printed matter, the words "Smith's Tweeds" appearing in ordinary letterpress would not be registrable as a trade mark.

Clause 2 is self-explanatory as a signature will invariably carry with it the distinctivenesss necessary for

registration purposes.

Clause 3 provides for the form of trade mark most popularly resorted to by advertisers. By the exercise of some ingenuity a "coined" word, capable of being registered, may be produced which will appeal to the

buying public, and impress itself upon the memories of readers of advertising matter. The words "Oxo," "Lemco" and others are household words wherever civilisation obtains.

Clause 4 is somewhat difficult of explanation, especially seeing that, for advertising purposes, one would naturally aim at securing a name calculated to convey to the buying public the characteristics of the article represented. Under this restriction, however, the employment of any descriptive matter, applicable to the article represented, would not constitute a registrable trade mark.

The Act also provides for coloured trade marks, which is a great advantage to the trade mark user. It enables colours, which are definable by name, to be taken into consideration as bearing upon the question of distinctiveness in characters or marks. Hitherto it has been necessary for a trade mark to have distinctive features apart from colouring to make it registrable. The Trades Mark Act, 1905, does away with this. Further, "if and so far as a trade mark is registered without limitation of colour it shall be deemed to be registered for all colours,"

Clause 18 gives notice that unless the registration of a trade mark is completed within twelve months from the date of application the registrar may "after giving notice of the non-completion to the applicant in writing" cancel the application.

A trade mark in Great Britain holds good for fourteen years from the date of the original application for the registration of the trade mark. At the expiration of this period the holder may apply for a renewal of the trade mark for another fourteen years, and so on, as this option is exercisable on the original registration of the trade mark.

In respect to the classification of goods, these are divided into fifty classes in the new Act. From this, however, it must be borne in mind that the registration of a trade mark in one particular class of goods does not preclude the right of other persons to register the same trade mark, or a similarly designed or fashioned or coloured trade mark, in another class of goods. The difficulties attendant upon the occurrence of such a possibility are not, however, for obvious reasons, likely to be important.

Clause 22 provides that "a trade mark when registered shall be assigned and transmitted only in connection with the goodwill of a business for which it has been registered, and shall be determinable with that goodwill, but "that the right of assignment on the part of the proprietor of a registered trade mark during the existence of the goodwill is permissible." Should, therefore, a person become possessed of the goodwill of a business, he must remember that the mere possession of the certificates of registration of the trade marks of the business, which would be handed over to him in the usual way on the completion of the purchase arrangements, are not sufficient to enable him to take action in case of infringement. He should at once ascertain, when taking the business over, the exact title, design and character of all the trade marks used in the business which he has acquired, and see that the registrations are properly transferred to him and that his name appears on the register as being the proprietor and holder of them.

"Associated trade marks," that is, a series of trade marks registered as being applicable to "the same description of goods which, while resembling each other in the material particulars thereof," yet differ in certain respects, are assignable but "only as a whole and not

separately." Thus it is impossible for the holder of certificates of registration of a series of trade marks to assign any portion of that series piecemeal. The assignment will require to be in respect of the whole series as registered.

The Act also provides that no person holding an unregistered trade mark—unless the trade mark was inforce prior to the year 1875,—can institute proceedings.

to recover damages for infringement.

Certain restrictions are also laid down governing the use of the Royal Arms in trade marks, but full particulars of these restrictions may be obtained on application to the Secretary of the Warrant Holders Association,—an Association formed, *inter alia*, for the purpose of suppressing all unwarrantable attempts to embody the Royal Arms in trade marks, on labels, cartons, letter headings, etc., calculated to convey the impression that the proprietor of the trade mark is a Royal Warrant holder. The following extract from the Act defines the limits placed on the use of the Royal Arms in trade marks:—

"If any person without the authority of His Majesty uses in connection with any trade, business, calling or profession the Royal Arms (or Arms closely resembling the same as to be calculated to deceive) in such a manner as to be calculated to lead to the belief that he is duly authorised to so use the Royal Arms, or if any person without the authority of His Majesty or a member of the Royal Family uses in connection with any trade business calling or profession any device emblem or title in such a manner as to be calculated to lead to the belief that he is employed by or supplies goods to His Majesty or such member of the Royal Household he may at the suit of any person who is authorised to use such arms device emblem or title or is authorised by the

Lord Chamberlain to take proceedings in that behalf, be restrained by injunction or interdict from continuing to use same: provided that nothing in this section shall be construed as affecting the right of any proprietor of a trade mark containing any such arms device emblem or title to continue to use such trade mark."

### CHAPTER IV

### PRESS ADVERTISING

TURNING now to publicity through the medium of newspapers, magazines and the like, and, in the opinion of some, no advertising scheme can be said to be complete without this form of publicity, the first question which will have to be considered is the nature of the media through which the manufacturer shall make his goods known to the buying public. So much has been written on the value of newspapers proper as against magazine space, and so many valuable figures published by newspaper proprietors and others for the purpose of aiding the would-be advertiser in his selection of media, that it is unnecessary to enlarge on what has been already It is questionable, however, seeing that the London dailies and weeklies (as distinct from the provincial press) cover as they do so thoroughly the whole of the provincial towns of any size, whether they do not fulfil all the advantages attributed to the provincial newspapers. Some advertisers, nevertheless, give a prominent place in all their schemes to the provincial press, and some have found it profitable to confine all their appropriations in press publicity to this form of media. It may be correctly affirmed that the provincial newspaper is pre-eminently the paper for the home, seeing that it is generally read by most members of the family. In it the parent finds notes relating to local affairs, the participators in which are very real persons to him. The members of the family interested in sport, society notes and local functions, deaths, marriages and a hundred and one things that mark the individuality of provincial life, find plenty of interest to them in the pages of their daily or weekly paper. Granted that this is so, then the provincial press is full of potentialities for successful results from advertising. On the other hand it must be admitted that the majority of provincial papers are sadly behind the London dailies and weeklies in the matter of letterpress, display of blocks and lay-out generally, whilst the charges for space are not much lower than those of the London dailies and weeklies circulating so effectually over the provincial areas.

For the article here cited, however, the magazines are unquestionably of more value as an advertising medium than either the London or provincial dailies or weeklies. The life of a magazine is longer, its pages are read more carefully, consequently the reiterative and permanent value of an advertisement appearing in the pages of a magazine is relatively greater.

If it were possible to ascertain with any degree of accuracy the circulation figures of the leading monthly magazines, and if these circulation numbers were multiplied by five—a fair figure representing the total readers of any one copy of a magazine,—some idea would be gained as to the size of the audience at the disposal of the magazine advertiser.

In placing advertisements, the manufacturer will do well to employ the services of a reputable agency, as apart from the fact that some publishers will accept advertisements only through an agent, there is also the chance that the agent will be able to get better terms and better positions than would the manufacturer if he placed his matter direct. There are numerous first-class agencies in this country, so that the manufacturer need not go to much trouble in the matter of choice. The point

to watch, however, is that the agency is free from any combine, that it does not "farm" out space, and that it has handled advertising matter similar to the manufacturer's and handled it successfully. Most agencies can demonstrate their capabilities in this direction, but if they cannot, then the manufacturer should have nothing whatever to do with them.

The agent will probably charge a fee for drawing up the "copy," and a commission based upon the aggregate value of the space purchased through his medium. Some agents do not charge any commission to advertisers, being content with the remuneration they secure from the newspapers, but almost every agency looks to the advertiser for some remuneration for drawing up the "copy," which is only reasonable. If the manufacturer does not feel himself competent to draw up his own "copy," or if he has no one on his staff with sufficient knowledge of the article, and literary ability to do it for him, he should let the advertising agency do this work.

In addition to this, when it comes to estimating cost of space from the newspaper rate cards, it requires the assistance of an expert. Newspaper rate cards, as the example given on p. 33 will show, are very complicated pieces of literature, because in addition to the regular rates, and prices for special positions, etc., there is frequently a long list of classified advertising charges, capable of being understood only by someone who has had considerable experience in buying space.

There are several forms of press advertisements, but the principal are "illustrated" advertisements, containing letterpress forming the body of the advertisement, the illustration being employed merely for the purpose of attracting the eye of the reader and inducing him to read the printed matter; "reader" advertisements, that is, printed matter set up either immediately under or next to genuine news matter: and "all-letterpress" advertisements, relying on the logical and forcible reasoning contained in them to attract and interest readers.

Of the three types of advertisements referred to, the illustrated advertisement finds most favour in magazines. This is due to the fact that the paper used in magazine printing is peculiarly adapted to the reproduction of artistic matter. A glance through the magazines will show that the illustrated advertisement preponderates over other forms of publicity matter to the extent of something approaching 8) per cent.

to the extent of something approaching 8) per cent.

The utility of "reading matter" advertisements has been the subject of considerable discussion amongst advertisers recently. Some are of the opinion that the fact of the reader having reached the end of the printed matter and finding that "it is only an advertisement after all" produces an effect directly opposed to the object for which it was inserted. There is a great deal of truth in this, as unquestionably a certain class of people resent the suggestion that they have been lured into reading something which they thought was genuine news matter, only to find that it has been inserted for the purpose of bringing some advertiser's wares before their notice. The writer's personal opinion is that reading matter advertisements, in the greater majority of cases, defeat their object by creating a feeling of resentment in the minds of readers, a frame of mind directly antagonistic to the desire of the advertiser himself. It is infinitely better, from all points of view, to employ genuine copy, having the appearance of a genuine advertisement, well illustrated and well written, trusting to the excellence of the advertisement itself to bring about results. Anything in advertising matter

### CONSISTENT QUALITY.

EVEN as the proverbial chain is strong only at its weakest link, so can . . . . "ALL-WOOL" fabrics be classed as good, better and best only to the degree of their quality in their weakest features. Expert designing of patterns, made of pure wool combed under the most hygienic conditions, woven by experts in the latest type looms, carefully dyed and guaranteed fast to light, perspiration and all other tests,—artistic finish.

The . . . "ALL-WOOL" fabric is good all

through.

The Trade-Mark below is a guarantee of this.

John Blank & Sons, Ltd.,

Express Woollen Mills,

Blanktown, Yorkshire.

(Specimen of all-letterpress advertisement for trade papers.)

### WHAT ALL-WOOL MEANS.

A<sup>N</sup> All-Wool fabric is one that contains no cotton or other adulterant.

An All-Wool cloth is the only cloth that will not fade, cockle or grow shabby looking.

An All-Wool fabric is the only fabric that lends itself to high-class tailoring.

It is sometimes impossible for an expert to distinguish an All-Wool fabric from one that is adulterated by merely looking at the cloth or feeling it.

Our Booklet No. 2 explains the essentials of . . . . "ALL-WOOL" fabrics. A postcard will bring it to you

bring it to you.

J. Blank & Sons, Ltd., Express Woollen Mills, Blanktown, Yorkshire.

Trade Mark.

(An educative type of all-letterpress advertisement.)

### MODERN METHODS.

In the whole industrial world to-day there is no business in which it is so vitally necessary that what are commonly known as "modern methods" be employed as in the manufacture of clothing: no business the product of which is so subject to such relentless and scathing criticism: no business in which every detail of quality is so absolutely essential to both manufacturer and retailer: no business in which competition is so keen or defective merchandise more fatal to success.

For twenty years we have manufactured and sold through wholesalers . . . "All-Wool" fabrics, and have invariably endeavoured to give every penny of value possible at the moderate price per yard we charge for our goods,—and with the well-earned reputation of being amongst the most reasonably priced manufacturers, and producing a range of fabrics unapproached by our rivals,—we will, with the aid of one of the most modern manufacturing plants in the trade, adhere to the reputation of our house.

Our Trade Mark is our guarantee of quality. It guarantees to the clothier what we say in the

foregoing.

J. Blank & Sons, Ltd., Express Woollen Mills, Blanktown, Yorkshire.

Trade Mark.

(An all-letterpress advertisement for trade papers.)

which puts the reader in a frame of mind other than that of interest in the article or proposition advertised, cannot achieve any good results.

"All letterpress" advertisements are favoured by advertisers having a definite proposition to put before the public, capable of being argued out and proved logically and conclusively in cold type. Such advertising copy needs very careful compilation, and the writer of such copy will require to possess abilities much above the average advertisement compiler. as the proposition in question must be made to appeal to those readers who are sufficiently intelligent to realise the advantages which are clearly demonstrable and palpably incontrovertible from the advertiser's point of Insurance, financial, land and house purchase advertisements fall under this heading, but there is no reason why a cloth manufacturer should not adopt this class of press publicity, especially in his trade-paper advertising, seeing that only cold facts are likely to interest his trade buyers, and that any flights of fancy or appeals to sentiment would fall short. Another point in press advertising is the utility of the coupon as a means of bringing replies and enabling the advertiser to tell with a certain degree of accuracy the value of any particular medium. The coupon is perhaps the only exact way by which the advertiser can do this, because if he were to resort to the method sometimes adopted of requesting readers to apply to Desk No. 5 or Dept. No. 6, there is always the possibility that the reader will fail to mention it in his response, thus making it impossible for the advertiser to tell from which source the application for patterns or price lists emanates. There are, however, disadvantages in the use of the coupon, the principal of which is that it necessitates mutilation of the page before it can be posted to the

Name of Paper.	Pape	ı.	Gross Rate.	Rate			Date	of C	Date of Contract.	بڹ	Q	Designed by	ed by		Remarks.	ks.	
Style of Ad.	Ad.		Net Rate.	ate.			Con	tract	Contract Expires.	s.	<u> </u>	Placed by	by				
61	Key No.	Location		Space	Cost.		Re- plies recd.	Gross Cost.	Total Sales.		Cost of sale.	Aver- age Cost	Fol- low up cost	Average each.			
Jan.																	
Feb.	1 1							1			<u>.                                      </u>						-
Mar.				<u> </u>		1						1					
April	1	1			!	1			i !	1				1			1
May	-										<u> </u>			1	1		
June		1			1					1	1	 		       	1		
July		1	-  -  -  -	   	! !			 	i   		)   		!	 	 		
Aug.	 	1	1	!	 	1		1	i   	<u> </u>	!	! !	     	 	 		
Sept.		 	!	1	     	1	1	1	i 1 1	1	-				 		
Oct.		1	1	!			!		i     	1	1 .	!		1 1 1 1			
Nov.									1	1		!	1	1	1 1 1 1 1		
Dec.																	t   1   1   1   1   1   1   1   1   1

advertiser, and naturally many people are averse to mutilating their magazine pages.

Press advertising, however, may be summed up by saying that as an educative branch of advertising it can be made to act as an advance to the distribution of more pretentious and explanatory printed matter; that it can be made capable of great reiterativeness in impressing the name and salient features of the article upon the buying public, and keeping the impression there, but as a form of general publicity it is relatively more expensive than other methods described in a later chapter, and the results derived, other than in mail order advertising, are more difficult to trace than those achieved through other mediums of publicity.

A careful record should be kept of each advertising contract and a card used for each paper in which advertisements appear. When the contract is placed through an agent it should be stipulated that the necessary particulars of rates, etc., should be furnished, but special attention should be paid to the relative cost of the expenditure in comparison with the results obtained. These cards form a valuable guide to the advertiser in the selection of media for future appropriations.

The card, shown on page 31, though more applicable to direct advertising, will be found useful should the advertiser wish to keep track of enquiries emanating from his advertisements.

All letters received should be carefully sorted out and arranged under the different "key" numbers resorted to by the advertiser, and the number of replies filled in the space provided. A card should be used for each advertisement appearing in each paper.

# DAILY RETURNS REPLIES RECEIVED

Publication.				124	Kin	Kind of Ad.	of	Ad							Ke	y,	Key No.								Price.	ice.					
19	-			C1	က	4	ıc	9	7	× ×	-6	101	===	9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	3 14	15	16	17	18	19	20	215	57	232	4.	57	-62	728	329		31
January	:	:									Ī					1	<u> </u>	<u> </u>			Ì	i -	i				-			<u> </u>	
February	:	:	1	-	!	1	1		1	1.	1	1	-	!	i	<u> </u>	<u> </u>	1	1	1	İ	i	<del> </del>		-	!	!	1	<u> </u>	!	1
March	:	:	1		1	-	1	-		1	1	i	+-	!	<u>i</u>	<u> </u>	1	1	1	1	İ	i	1	+-	1	!	!	i	!	<u>!</u>	}
April	:	:	1	1	<u> </u>		1	1		1		i	<del> </del>	!	<u> </u>	1	<u> </u>	1	1	1	İ	i	<del> </del>	+	1	!	!	1	1	1	
Мау	:	:	1	1	1	1	1	1		-		1	1	1	<u> </u>	<u> </u>	1	1	1		İ	1	<del>i</del>	1	<del>!</del>	!	!	<u> </u>	!	!	
June	:	:			!	-	!	1	1			i	+	!	i	<u>i</u>	1	1	1	1	İ	1	i	1	1	!	!	i	1	<u>!</u>	
July	:	:	<u> </u>		<u> </u>	.		-		1		i	<del> </del>	!	i	<u>i</u>	1	<u> </u>			İ	i		<del> </del>	1	!	!	<del>i</del> —	-	!	1
August	:	:	1	1	1	1			1	-		1	1	1	i	<u> </u>	1	1	-	1	İ	1	i	1	1	!	!	<u>i</u> –	<u> </u>	1	1
September	•	:	1	1	<u> </u>	<u> </u>	!	1	1	1	1	1	!	1	i	1	!	<u> </u>	1	1	1	<u>;</u>	1	1	1	i i	1	1	ľ	!	!
October	:	:	1	1	1	1	!	1				1	+	1-	i	1	<u> </u>	<u> </u>		1	-	!	1	<del> </del>	-	1	1	i	!	!	-
November	:	:	1		<u> </u>	1	1	1		1		i	1	!	<u> </u>	<u> </u>	<u> </u>	<u> </u>	!		1	1	-	<del> </del>		!	!	1	<u> </u>	!	1
December	:	:	1	1	1	1	!	1	1	-	1	i	-	1	1	1	!	!		1	1	-	!	<del> </del>	1	<u> </u>	!	<u>i</u>	1	1	!
			1	!_	1	1_	1		-	1	1	1	1	+	1	<u> </u>	<u> </u>	1	!	1	T	1	+	-	-	-	+	1	1		1

## ADVERTISEMENT SCHEDULE

			May. June.	
			April.	
	-		March.	
	ionnor		January. February.	·
Name and Address	Amount of Appropriation_	To cover a period of	January.	
Name and	Amount of	To cover a	Space in ins. @	-
			Publications.	

Form used by advertising agents in submitting press advertising schemes.

### SPECIMEN RATE CARD

Trade Announcements.	
Ordinary	With word "advt." f. s. d.
position	imperative per
Per inch, type or £ s. d.	line 3 6
block 1 5 0	
Per column 27 10 0	Miscellaneous.
Per double column 55 0 0	Public Companies, Banking,
	etc., etc.
	Four lines 7 6
Per page 192 10 0	Per line afterwards 1 6
27 1 11	
Next matter	Single column 25 0 0
positions	Double column 55 0 0
Per inch 1 10 0	
Per column 30 0 0	Auctions, Shipping, Official,
Per double column 60 0 0	Legal, Ordinary Setting
Per half-page under	Per line 1 0
matter 115 0 0	Tabulated, per inch 15 0
Per page special	Displayed, type or
position 231 0 0	blocks per in 1 0 0
	Charities, Amusements, etc.
Readers	Three lines 3 0
Per inch, with	Per line after 9
special type, word	Per inch ordinary 12 0
"advt." impera-	Per inch displayed 1 0 0
tive 2 0 0	1 cr men displayed 1 0 0
Per column with	Prepaid Classified Advertise-
	ments.
special type, word	
"advt." impera-	Houses, Situations Servants etc. 1 0
tive 40 0 0	Servants, etc 1 0

Note.—Length of co'umn, 21 ins.; width,  $2\frac{1}{4}$  ins. Advertisements for both Saturday's and Sunday's editions

must reach us before 5 p.m. on Wednesday in each week. No contracts cancelled after 5 p.m. Wednesday.

(Here generally follows conditions governing the publication of advertisements defining the proprietors' right to refuse, etc., declining responsibility for loss or damage to blocks, etc., etc.)

### CHAPTER V

### CATALOGUES, PRICE-LISTS AND BOOKLETS

For the purposes of description, a catalogue may be defined as a publication informing buyers of the essential differences between the goods the manufacturer has for sale, with brief descriptions to aid the buyer in his selection. A price-list, broadly speaking, is a list of names and prices of goods lacking the more comprehensive details and particulars contained in a catalogue. A booklet is essentially an educative publication, intended for the purpose of disseminating information which could not be included in either a catalogue or price list.

### CATALOGUES

Catalogues are amongst the oldest forms of advertising. There is probably not a business in the country but which issues, at some period of the year, a catalogue in more or less pretentious form dependent upon the class of goods sold and the resources of the firm. Some of the catalogues reaching the hands of business men vary from 2 ozs. to 6 lbs. in weight, and contain from 10 to 500 Some are bound in flimsy style, and others in book form equal to a six shilling novel in binding. Some contain the crude woodcuts of fifty years ago, and others are illustrated with the aid of the latest discoveries in typography. Some are worth keeping for reference, and others find their way-a well-deserved way-into the wastepaper basket. Some are designed with the apparent object of chilling the recipient with the severity of their get-up. Others outrival the penny picture books of our childhood days.

All no doubt do some good, otherwise the compilers would not continue to send them out year by year, or possibly it may be because they imagine that if their catalogue did not reach the hands of customers year after year those customers would assume that the firm had gone out of business altogether, or, if they were inclined to be ungenerous, that they lacked funds necessary

for the production of an annual catalogue.

Catalogues, then, being amongst the oldest forms of advertising, it is perhaps not surprising that the majority of them present so little of what is real advertising at the present time. A trained man can discern in a moment whether a catalogue will have the effect it is compiled for, that is, to sell goods. Hundreds of firms using this form of publicity for many years have got so deeply into the rut that their catalogues have become useless as business-bringing factors, so much so that many of them are not worth the paper they are printed on. They have got into the way of utilising the old woodcuts which have so long been shown in the pages of their annual catalogue, and have never changed from the oldfashioned printer who has handled the catalogue for so many years, that it takes long and strenuous effort to move them out of the groove in which they have travelled. When any alteration suggests itself to them they look round at the catalogues of their competitors, and either seek to copy them or introduce some of the features lacking in their own production, believing that if their competitors find their catalogue good enough, especially if competitors appear to be flourishing,it is good policy to follow on the same lines. The issuing of a catalogue is the annual bête-noir in these old-fashioned concerns. It is turned over to almost anybody in the office, and if the office boy showed some signs of literary ability, or more than the average intelligence, the writer believes that some firms would hand it over to him. It comes out late in the season. the arrangement is crude, the blocks badly placed and the descriptions inadequate and unconvincing.

Catalogue compiling is a very distinct and technical branch of advertising, especially when catalogues are large and the illustrative section difficult of arrangement and construction. In a large trade catalogue the cost of woodcuts, electros and stereos alone is usually a formidable item, to say nothing of the unnecessary cost of revisions and corrections in proofs and the lay-out if inefficient handling occurs at the outset.

The primary object of a catalogue is to sell goods. should be framed to take the place of a traveller, and should convey to the recipient just that amount and quality of sound reasoning and persuasion that the manufacturer would expect his traveller to use were he calling upon the recipient in person. A very excellent production of its kind came into the hands of the writer the other day. It was prefaced with the remark, "they could not send their traveller, so I have been sent instead." The whole purpose of a catalogue is thus given in a nutshell.

Just as a traveller is expected to sell goods, which he is paid to do, so should a catalogue be made to sell goods, as it is for that reason and that reason only that the expense of its compilation and production has been incurred.

Turning now to the actual compilation of a catalogue, the manufacturer should make a survey of all the woodcuts, blocks and other illustrative matter at present in his possession. Any obsolete designs should be destroyed and the metal plates sold to the scrap metal dealer. There is no reason why an illustration which has appeared in a catalogue for the past ten years or more under varied

names and descriptions should remain there indefinitely. It should be subjected to criticism as to its value as an illustration. If it is a standard article, and its value for descriptive purposes has been proved, then it might be allowed to remain, but even then it is questionable whether or not an entirely new illustration of the standard article would be more advisable.

From the stock of electros, etc., on hand, it will probably be found that, with a little manipulation, an existing block can be made to serve the purpose for a new issue of a catalogue, or it may be frequently discovered that a block on hand is too large for the lay-out under consideration at the moment. An inexperienced person would probably go to the expense of procuring another block of smaller dimensions, whereas it is possible, in many cases, to have the entire pages set in proportion to the large illustration appearing on the block and bring the page down, type and all, to the standard size. In doing this, however, it will be necessary to call the printer in to advise, otherwise the result will probably be an unsightly production from a typographical standpoint. Again, manufacturers will need at some time or other a reduced pocket catalogue or an abbreviated price list for special purposes. In this case it should be remembered that it is quite unnecessary to set up an entirely new list when it is possible to get a reduced plate made from the standard catalogue at a minimum outlay. In arranging the catalogue a good printer can generally render valuable assistance, but the manufacturer should see that typography is used solely as an adjunct to salesmanship and nothing more, as his object is to secure a catalogue which will effectively illustrate his goods, and not a production which will convey to the recipient the impression that the manufacturer has copied a type-founder's catalogue.

Every catalogue should be prefaced with suitable explanatory matter, but it will entirely depend upon the class of person to whom the catalogue is to be sent whether this explanatory matter will be read or not. Some advertisers consider it a disadvantage to embody a preface in their catalogue, believing, and rightly so in some instances, that it is rarely read, either through lack of time or inclination on the part of the recipient. Certainly in the case of a trade catalogue a preface is superfluous. If any explanatory matter is necessary to announce the purpose or contents of a catalogue it should take the form of a facsimile typewritten letter enclosed with the catalogue, or better still, sent under separate cover by the same post that carries the catalogue.

Assuming, however, that in the manufacturer's opinion a preface is desirable, it should be seen that this preface is made up of strong selling argument, lucid and exhaustive in its description of the goods and the advantages claimed for them. If it is possible to build up the selling argument in carefully graded sequences, each proposition analysed and proved point by point, why the article is better value, wears better or looks better than any other article of the same class on the market, it will be more effective, but it must be borne in mind that such reasoning must be logical. A mere string of assertions unsupported by logical deductions will effect nothing. The advantages claimed for the goods must be clearly apparent to the person who receives the catalogue after he has read and considered the arguments put forward.

In listing the goods, classification under different headings in the case of a large catalogue, is advisable, or if this is not practicable, then articles similar in quality, shape or style should be grouped together, but care must be taken to avoid a stock-list appearance.

Originality must be sought after in each production, and the catalogue should be changed every year both as regards its shape and the general character of its contents. The effect of the catalogue as to printing should be made not for ostentatious display or for the purposes of gratifying any particular whim or fancy. The cover should be attractive and should have some practical connection with the contents which it encloses. Some advertisers are of the opinion that the cover of a catalogue is the most important part of it, and whilst this may not be so essentially the case in trade catalogues, it is undoubtedly true in catalogues intended for retail buyers.

When the catalogue is completed, the aim should be to get it into the hands of as many prospective buyers as possible, and to keep it out of the wastepaper basket. And anything that the manufacturer can think of, applicable to his particular business, that will achieve this result, will add to the value of the catalogue as an

advertising medium.

The reader is referred to Chapter VIII for information *re* typography, the preparation of blocks, etc.

### PRICE LISTS

This, it must be admitted, is a more or less arid field for advertisers, but if any advantages are obtained the drapery houses may be said to use them, for the simple reason that a drapery house price list is fashions news pure and simple. Trade price lists must, however, by reason of their very character and purpose, remain severely practical productions, and any attempt to make them more interesting would tend to nullify the purpose for which they are compiled.

The only point which occurs to the writer is, that the manufacturer should endeavour so to arrange his price list as to add to its permanency,—that is, to get the recipient to retain it. For this purpose some manufacturers, especially engineering firms, supply a binder with the first list and send out succeeding lists with holes punched ready for inclusion in the binder. The lay-out and printed matter in price lists do not present any difficulties seeing that it is merely a matter of accuracy in the tabulation of figures, with an occasional description in brief technical language.

### BOOKLETS

Turning now from the more costly and comprehensive catalogue, or price list, we have another form of publicity the usefulness of which has been abundantly demonstrated. The writer refers to the use of booklets or brochures compiled on less pretentious lines as compared with the illustrated catalogue or price list.

It would be impossible to imagine any manufacturing concern that could not employ booklets or brochures to increase its business, neither is there any booklet produced on sound and artistic lines that will not achieve that purpose. The great advantages may be said to consist in the fact that apart from their comparative cheapness in cost of production, a booklet, or a series of booklets, can be so arranged as to present a complete history of the product. Press publicity is said to rely for its success upon continuity of argument, freshness of presentation and perennial appearance in the press. The whole story of no one article could be given in press advertising except at great expense coupled with the use of a wide range of media, at the risk of wearying the reader or to the exclusion of selling argument, but a series of booklets can be so arranged that nothing of interest or value need be left out.

The first object of a booklet, therefore, is to detail the complete history of the product, either to trade buyers

or retailers or to both, simultaneously but separately. All the points commonly used in press advertising can be marshalled in their proper order, explanatory details set out in their proper places, and all that can be said in favour of the product can find a place in the pages of such a series of booklets. For instance, the manufacturer of an all-wool fabric desirous of reaching both the wholesaler and the buying public would need to use two sets of booklets, seeing that the same arguments are hardly ever applicable to both the trade and the retail buying public, but, without going deeply into the matter, suffice it to say that to the trade buyers the booklet should be compiled with the object of treating as lucidly as possible technicalities only appreciated by the wholesaler, together with price advantages, utility, novelty and other things; whereas to the public, interesting facts bearing upon the production of the cloth, couched in simple language, could be served up in such a way as to help the buying public to judge intelligently of any similar fabric which may be shown to them by the clothier.

A booklet may or may not contain prices according to the purpose which it is intended to serve, but speaking generally, the writer holds the opinion that it is almost an impossibility to exclude entirely price information, seeing that the price is so essentially a part of every business proposition. If it is intended as a purely educative organ to precede or follow the more comprehensive catalogue, then in that case it might be desirable to suppress all reference to prices, merely introducing the article and detailing its advantages and relying upon the catalogue to do that part of the work expected of it.

In the matter of whether the manufacturer should send the booklets out first and the catalogue afterwards, this is a somewhat debatable point, and it is a matter of expediency not applicable to any two propositions. The writer, however, for purposes of safety, favours the middle view and asserts that the booklets should be used both before and after the catalogue. The first booklet immediately preceding the catalogue in order of sending out should be purely educative, compiled for the sole purpose of explaining the history of the article and paving the way for the catalogue which will follow after a carefully graded interval. The second booklet, coming immediately after the catalogue, should be compiled solely with the price object in view and written in the strongest and most convincing language possible. Such a method, accompanied by suitable covering letters, although these are not in every case necessary, cannot fail to produce results highly gratifying to the manufacturer. Even when it is imperative that a single complete catalogue be used the advertiser will find it to be of advantage to use a small booklet dealing with the articles separately, provided, of course, these are not too numerous, or it may be possible to group several articles of a similar nature and treat them in a single booklet. A series of six or eight booklets, if carefully compiled, should answer all purposes of description for any ordinary commercial commodity. If resources will allow, and the trade buyers are willing to co-operate with the manufacturer, it is advisable to supply wholesalers and retailers with small abridged catalogues for counter display, etc., and in the case of the latter, a booklet could be so designed as to embody all the points of a catalogue in so far as illustrations go, with the additional advantages of explanatory matter contained in a booklet proper. In this case the catalogue could be a facsimile of the large original catalogue, reproduced by means of plates of varying sizes as referred to in the preceding pages.

### CHAPTER VI

### OUTDOOR PUBLICITY—POSTERS

THE progress made during the past few years is striking evidence of the effectiveness and utility of this form of publicity. With its unlimited scope for the genius of our commercial artists, and its powers of attraction in size and colouring, there are occasions when it outrivals by reason of its ubiquity and reiterative qualities, all other forms of advertising, especially when accompanied by sample distribution over the same area where the posters appear. This class of advertising, whilst appealing especially to the uneducated classes, may be so arranged as to appeal to all classes of people. A poster can be so constructed as to convey at a glance the full meaning of the announcement, with merely the employment of an alliterative design, to the exclusion of explanatory matter in the shape of words: indeed, it may be said that a lengthy detailed explanation, or a series of statements embodying a selling argument, would unquestionably nullify the sole purpose of a poster, which is that of impressing upon the public the name and outstanding characteristics of the article, and nothing more.

The actual design of a poster signalises, in a great measure, its success or failure. When designing a poster it should be remembered that it will be exhibited not in an isolated position away from all other attractions, but probably in the middle of a large number of posters, all drawn up and designed with the intention of attracting the sole attention of the passer-by. Consequently, unless a poster be different in some way from the majority, either in colour, design or figure, it will not produce the best results.

It is advisable that a manufacturer contemplating a billposting campaign should, before deciding on his posters, obtain an idea of the general designs of those already exhibited, especially those of his competitors, and endeavour to create something entirely original.

Billposting in this country is controlled by a number of large contractors in different town centres owning their permanent sites and renting others from time to time from builders, etc., as opportunity offers. The smaller firms purchase the posters from outside printers specialising in this class of work, their attention being confined solely to the posting of the bills on hoardings rented or owned by them, but the tendency now is for the larger firms of billposting contractors to design, print and post their own productions on hoardings exclusively owned by them, thus ensuring greater efficiency for their clients and increased profits to themselves.

The charge for posting a bill is based on a fixed sum per week per 20 in. by 30 in. sheet (double crown) and for greater or lesser sizes in proportionate ratio. The average charges for posting may be said to be lower in the North of England than in the South of England town centres. The charge made includes the rental of the hoarding, and occasionally the cost of printing the bill, together with such renewals as may be found necessary from time to time. Roughly, a sixteen-sheet doublecrown poster measuring approximately 120 in. by 80 in. covering a total area of something like sixty-six feet can be displayed on an average for from 4s. to 5s. per month, but it is impossible to give any hard and fast figures as so much depends upon location, position on the hoarding, etc. It is usually found expedient to renew bills every month or five weeks in average weather. wet weather it will naturally be found necessary to renew the bills much oftener, and billposters generally insist

upon the advertiser supplying them with sufficient extra bills to meet these contingencies. A very important item bearing directly on the success of a campaign is the manner and frequency of the inspection of the posters. It is a hard thing to say, but nevertheless a well-known fact, that although present-day billposters rank with the highest in commercial honesty and integrity, many billposting firms do not, probably due to the lack of efficient organisation, keep their hoardings in very good condition. Consequently it is necessary for an advertiser to employ someone to inspect periodically every bill under contract so that the billposter's failings may be discovered and credit obtained for non-exhibition of a poster, or exhibition of a poster in a damaged condition. In a contract covering a large portion of the country it is evident that the inspection of every poster involves heavy expense, consequently the custom of many advertisers with large appropriations is to place the work in the hands of advertising agents who have special facilities for making inspections at moderate rates. In addition, these agents will arrange contracts with billposters all over the country and relieve an advertiser of the work connected with a large campaign for an average charge of 10 per cent. on the billposting expenditure, and although this may seem high, a little figuring on the part of the advertiser will convince him of the economy of such an arrangement. The writer would strongly advise any firm contemplating much billposting to place the work—which is very heavy—in the hands of such an agent, as much time and money will be sayed thereby.

In addition, however, to the inspections made by the agent, it is advisable that the advertiser's travellers and other outside men be instructed to report to head-quarters any damaged poster that may be seen. Granted

that the average manufacturer resents letters from travellers other than those containing orders, or having immediate reference to orders in hand, a degree of enthusiasm could be fostered by requesting the traveller to send in a supplementary report as to the general impression which, in his opinion, the posters in the town visited have produced.

The cost of the bill being very much less than the standing charge for hoarding rental and posting, it is obviously false economy to employ anything but first-rate productions. Many firms adopting the method of insisting that the billposter shall use up all old stock before another fresh poster is produced, irrespective of whether results have justified the poster's appearance or not, have come to realise that it is in their interest to destroy any old stock of ineffective posters rather than pay further rental.

The size of bills in favour at present is the horizontal eight-sheet poster averaging 5 ft. high by 6 ft. 8 in. in width. This size will be found most useful for general purposes, as very large bills are frequently rejected by billposters, who naturally prefer to divide their spaces between as many customers as possible. A full list of names and sizes of posters is here appended.

Name.				S	ize i	n $i$	nches.
Çrown					20	×	15
Demy					$22\frac{1}{2}$	×	171
Royal		, ,			25	×	20
Double (	Crown		٠,		30	×	20
Double I	Demy		٠,		$35\frac{1}{2}$	X	$22\frac{1}{2}$
Double I	Royal				40	×	25
Double S	Super	Royal			40	×	27
Quad Cre	own				40	×	30
Quad De	my				45	×	$35\frac{1}{2}$
Quad Ro	yal				50	×	40
Mammot	h				63	×	45
Leviatha	n				63	×	45
Guttenbe	rg	* *	4.1		76	×	<b>52</b>

Until quite recently the generality of billposters have paid little or no attention to the arrangement of their hoardings, with the result that the public have, and with good cause, protested against the ugly effect of billposting in general. A new movement, however, has arisen among the more enterprising billposting firms, and a big effort is being made both to beautify the hoarding itself and to arrange the posters artistically. The beneficial effect of this movement is apparent, and the writer would suggest that its object will be attained more rapidly if manufacturers will insist, in their contracts, that the posters shall be artistically placed on hoardings designed to overcome the objections at present in evidence. There is no reason why a billposting hoarding should not become a picture gallery, although it must be remembered, of course, that the first object of such a picture is to attract and then hold the attention of the passer-by. Until this is accomplished billposting will not appeal to the better classes in the same way as it does to the less educated classes of the people at the present time.

### PLATING

In the matter of advertising by means of metal plates, transparencies and other devices, a few hints may be found useful.

PLATES.—These are made in varying thicknesses, usually of tin or thin sheet iron. For tramcars, omnibuses and the like it is advisable that they should not weigh more than two lb. to the foot, though for railway work they may be used in heavier grades. Tin plates are rapidly taking the place of sheet iron plates, and although several American and Continental manufacturers of these articles are at present flooding the market with cheap and flimsy productions, which may

possibly be found useful for internal shop work, the advertiser will be well advised to see that the plates he uses are made of good sheet tin, thoroughly coated and enamelled to prevent scratching and discolouration. In selecting a site on which to affix metal plates, this should be done with the object of securing the best position for the particular plate in hand, having regard to its size, shape and co'our. Care should be taken that a plate is not fixed close to another plate illustrating a competitive article, or near to one of similar shape, colour or general appearance. See that the plate is firmly fastened by means of screws and washers to prevent the enamel being chipped. In the case of stone walls, holes should be drilled and plugged with wood and putty and the plates screwed thereto. Economy should be practised in the distribution of plates. It is a relatively expensive form of publicity, and for this reason considerable discretion is necessary in the distribution and affixing of the plates.

### RAILWAY ADVERTISING

This form of advertising is divided roughly into two branches, *i.e.*, advertising on station buildings, fences, etc., by means of enamelled iron or tin plates, and advertising inside railway carriages by means of enamelled iron or tin plates, transparencies, framed cards, etc.

OUTSIDE RAILWAY ADVERTISING.—This branch is by far the more important at present and has attained a degree of organisation and value equal to that of bill-posting. It is more expensive than the latter, but if judiciously carried out is productive of first-class results.

The rights of advertising on the various railways are leased to contractors who will engage to supply and (or) fix advertising material on the systems under their control, at a fixed rate per square foot of space used per This rate varies considerably with the total area of space contracted for, and it is useless to give an average figure, although the rates given below, which have come under the writer's observation, will give an idea of the charges made. It must, however, be understood that the figures shown are not in force all over the country, but refer to individual contracts only. Each contractor has his own rates and varies them according to circumstances. The figures are also exclusive of the actual cost of the plates themselves, which vary according to the number and colours used, from 1s. to 2s. 6d. per square foot. The rates referred to are:—

For a contract of about 20,000 square ft., 6d. to 8d.

per square ft. per annum.

For a contract of about 10,000 square ft., 1s. per

square ft. per annum.

For a contract of about 5,000 square ft., 1s. 6d. per square ft. per annum, and in varying sums up to 5s, per square ft, per annum for smaller contracts. some cases £100 per annum is paid for spaces equal

to about three sixteen-sheet posters.

A railway advertising contract is, as a rule, arranged for three years in the first instance, but as the life of a good enamelled plate varies from ten to fifteen years, silent renewals are usually made until the plates become A contract should be so arranged that the owner of the plates may move them to fresh positions if necessary, without charge, during the term of exhi-It should be arranged that credit shall be granted for the period during which the plate is not kept clean or, for any reason, not on exhibition, and that all vacant space under the contractor's control shall be offered for the client's inspection when the selection of positions is being made. The importance of this

last condition will be seen when it is realised that a contractor naturally endeavours to reserve certain spaces for the man paying a big price. The advertiser should also insist that the railway fares incurred by his representative, during the selection of positions and the periodical inspection of the plates (which is absolutely necessary) be paid by the contractor.

For the information of any manufacturer desiring to embark on a railway advertising campaign, the writer would mention that the addresses of the contractors controlling the advertising can be obtained from the General Manager of the Railway Company. The railway companies do not, of course, assume any responsibility, and in placing a contract for railway plating the manufacturer must remember that he has to look to the contractor, and that no claim will be recognised by the railway company unless emanating from the contractor himself. The writer's remarks upon the improvement in billposting hoardings and the artistic arrangement of posters, also refer to this class of advertising. present, little attempt is made to arrange the plates artistically, neither are the sizes of the plates standardised; consequently a railway station usually presents a somewhat garish appearance. Manufacturers should see that improvements are made, and the first step in the reformation is the standardisation of sizes in the plates in use, and the manner in which they are arranged.

RAILWAY CARRIAGE ADVERTISING.—Another potent opportunity for advertising, hitherto but little used, is the railway carriage. When one comes to think of the length of time some of us are forced to spend in a railway carriage during the space of a year, and the reiterative value of a well-designed plaque or transparency or whatever form of advertisement is employed, it is somewhat

surprising that its possibilities have not been seized by advertisers long before this. It is true that at the present time the Railway Companies use their carriages for advertising their own systems, in a more or less half-hearted sort of a way, but advertisements of merchantable articles do not appear to have found their way into railway carriages to any great extent as yet.

It must be remembered that each traveller in a rail-way carriage is in such a position that he cannot escape the advertisement. He is bound to remain in the carriage for some time,—certainly long enough for the advertisement to have had an opportunity of fulfilling its mission. Remembering that an illustrated advertisement of this character is useless unless placed in the "line of sight" and in the hope that some day advertisers will wake up to the possibilities of railway carriage advertising and adopt it, the writer offers the following suggestions:—

There are three positions in which advertisements might be placed in railway carriages. The first is on the panelling immediately underneath the parcels rack. It may either take the form of a framed photograph or a neatly bevelled and highly enamelled plate, either of glass or zinc, but in the latter case it would have to be a much better production than the plates used for outside purposes. The plates should not be more than 12 to 14 in. long by 5 or 6 in. deep, to leave sufficient margin both above and below for effective display. The next position, though relatively less valuable, as it is somewhat out of the "line of sight" and is also apt to be obscured by luggage, is the space over the rack. To avoid any possibility of destruction by their coming in contact with passengers' luggage, they should take the form of strongly enamelled metal plates, firmly screwed into the timber work. The remaining position is that portion

of the door immediately under the window, but in using this it will have to be borne in mind that passengers are apt to look to this portion of the compartment for the metal arrangement usually affixed there for the purpose of striking matches (in a smoking compartment, of course), and may use the advertiser's plate for that purpose.

One of the most tempting advantages of this class of publicity is also the fact that owing to the ever-changing character of the occupants of the carriages the advertisements would never tend to become stale and lose their reiterative quality, consequently the cost of changing the text and illustration is not necessitated as frequently as in some other forms of publicity. The cost per panel, in comparison with other charges, the writer suggests, should not exceed 2s. per annum.

### GABLE ADVERTISING

Although this is a comparatively new innovation in this country, it has for many years been the fashion abroad to utilise the gable ends of houses and other buildings for the purpose of advertising. This method is reputed to have emanated from Paris, which is somewhat strange in view of the stringent police and other restrictions with which advertisers are hampered in that city.

Gable advertising presents not a few advantages over billposting, the most notable of which are—the position being permanent it cannot be removed like a hoarding; it is possible,—and in fact a very usual custom—to secure a whole site for one particular advertisement: the space being large it can be seen a great way off: neither rain nor sun can readily destroy the advertisement as in the case of posters, the painting being guaranteed to last a certain period.

In choosing a position it will be found best to secure one which can readily be seen by persons coming up a street or road, or one that faces an open space where crowds are known to collect. If choice is given, select the gable which has the sun on it during the most fashionable part of the day for promenaders. Avoid a position that can be obscured by anything coming in between it and public view. For instance, a site may be selected in the winter, when trees are bare of foliage. It should be remembered that summer will bring with it branches and leaves to obstruct the view and render

the gable useless for advertisement purposes.

Whether the advertiser arranges for the lease of the gable himself or through an agent, he should insist upon a written contract being executed and signed by both the lessor and lessee. In some rare instances it is possible for an advertiser to obtain space free of charge, but even in this case the advertiser should, if at all possible, arrange that the space be allotted to him for three years as a protection against the owner being tempted to remove the advertisement in order to let the space, for some reason, to another. As the advertiser will of necessity have been forced to expend a considerable sum of money in painting, varnishing, etc., it is only fair that he should be protected in this manner. If the gable is paid for, then there is all the more reason why the advertiser should, in addition, secure from the owner a written memorandum clearly defining the risk and responsibility should the space be required for corporation, railway or building purposes between the date of occupation and the expiration of the term of three years. The writer has specified three years as it is not advisable to rent gables for longer periods because by the end of that time the advertisement will have grown on the public as a matter of course and have lost

its advertising value, or in any case it will be found at the end of that period that the wall will require repainting and the advertisement changing. If the gable is hired from an advertising contractor, arrange that instead of paying for the whole rent of the gable at the end of the first year, as is sometimes done, the cost of the painting and varnishing will be defrayed by the advertiser at the end of the first year and the rent of the space at the end of the third year. In this way contractors may be made to share with the advertiser the risk of losing the position should buildings be erected, or other operations, rendering the space useless for advertising purposes, occur in the interim. If it did nothing else, such an arrangement would have the effect of inducing the contractor to exercise considerable care in recommending positions that are likely to be interfered with, which would constitute a valuable safeguard to advertisers generally. Manufacturers contemplating this form of publicity should be cautioned against paying large rents for gables, and the writer's advice is not to close too hurri dly with any proposition put forward, but to subject it to careful thought and consideration from all points of view. Travellers should encouraged to make be enquiries from customers having suitable gables, and who are willing to let this space for advertising purposes. It will be found much less expensive in the long run for the manufacturer to deal direct with the person owning the gable than with any third party.

In the matter of designing a gable advertisement, it should be remembered that the advertisement will only be seen by passers-by during the very shortest possible time, and consequently the effect must be instantaneous in its appeal. Aim at a design as simple as possible, done in the most brilliant colours. A good effect can be obtained by the principal wording

being painted in white on a deep blue ground, with a broad yellow border round the whole. Any uneven or unoccupied space left over should be painted a neutral tint of grey or brown which will help to throw out the brilliance of the design.

Although advertisements painted on gables play a prominent part in outdoor publicity at the moment, there is an increasing tendency on the part of some advertisers to use large metal plates in place of painted designs. This may be attributed to the fact that. whilst the average life of a painted gable is put down at three years, a metal plate is usually calculated to last five times as long. But those who prefer to use plates instead of painted gables will only use them after they have satisfied themselves as to the advertising value of the position. In the writer's opinion it is far better for the advertiser to use a painted gable first, and then at the expiration of three years, metal plates can be employed, when the position has proved its value. Arrangements for an option to renew the use of the site could be made at the outset.

### TRANSPARENCIES

This is the name given to the illustrative matter employed for fixing on to the glass part of shop doors, windows, etc. They should invariably be placed before a light or below the line that divides the shop window or door, and it should be seen that they do not overlap on to the beading or rim of the window. In the case of a door, it is advisable to fix them as near to the handle end as possible, and if it is possible to monopolise the centre portion of either window or door so much the better, because if any other advertiser comes along, he must put his transparencies either below or alongside, that is, the farthest from the handle, or, in the case of a window,

### POSTER RECORD

Sizes and Particulars.	 	                         	 	-	 	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	1
No. of Bills.						6	
Contractor.					•		
Chief Industry	,						
Population.							
Town.							

### GABLE ADVERTISEMENTS

Options.	
Painted by Options.	
Price of Term.	
Leased from.	
Size of Wording.	
Street or Road.	
Town.	

either below or above the transparency already fixed. The most important point to watch, however, is that both plates and transparencies are fixed well in the "line of sight." By this is meant just that portion of the wall, door or window, where it will meet the gaze of persons of average stature. For this reason the writer suggests that to gain the best results the height for fixing should never be more than 5 ft. nor lower than 4 ft. When fixing a transparency it is important that every air bubble be extracted from between the transparency and the window, and to do this quickly and effectually care must be taken that plenty of water is placed both on the window and on the transparency and a "squeegee" used to obtain a close contact.

The cards as shown on pages 56 and 57 will be found useful for keeping records of poster and gable advertisements.

# CHAPTER VII

#### POSTAL ADVERTISING

POSTAL advertising, that is advertising by means of letters, circulars, catalogues and booklets addressed direct to customers and forwarded to them through the medium of the post office, is not a new method of securing business. Mail order advertisers both in this country and in America have efficient organisations for the purpose, and in most of the successful firms dealing direct with customers, the volume of work attendant upon this method has reached gigantic proportions. Every reader of this chapter will be familiar with the printed matter reaching him from firms in response to an application for a catalogue or booklet or sample, and the person engaged directly in commerce will be able to form an opinion as to the volume of postal advertising matter which reaches him during the space of a year. It has been said, possibly with a degree of accuracy, that the average business man resents advertising literature being sent to him through the post. A letter reaches him amongst his ordinary daily correspondence, only, when opened, to be found that it is some uninteresting matter in the shape of an advertised proposition. The feeling created in his mind by the fact that he has wasted so many minutes in opening a letter only to find that it is an appeal for his custom may have the result of the letter being destroyed.

Granted that this is not an uncommon attitude adopted by many recipients of postal advertising matter, the fact remains that a certain proportion of such matter does receive the attention anticipated by the

sender,—that is, a careful perusal of the facts such printed matter is intended to convey. The point, therefore, in postal advertising is, to subject every other object to the primary mission that the recipient shall read, and read with interest, what the advertiser has to say. Indeed one might almost say that the question at issue is not how to get the advertising matter read but how to get it even looked at, and to check its hurried transition from the hands of the recipient to the waste-paper basket. Most people of experience, especially those used to the handling of heavy mails, can almost 'ntuitively guess the contents of an envelope. An envelope frequently betrays its contents by its shape, size, and colour. Those bearing post-office marks in lieu of stamps or those with the flap turned in and franked with a halfpenny stamp stuck on in haphazard fashion are speedily dropped. Those of fantastic design, unusual shape or with some catchword printed on are quickly laid aside and forgotten. But those that are received in envelopes of ordinary business size, made of good paper, neatly typed, stamped and carefully sealed, are invariably opened and their contents scanned.

The first, and possibly the most important thing to which the would-be postal advertiser should turn his attention, is his mailing lists—that is, the list of persons or firms whom he believes will be interested in the

proposition he desires to put before them.

It is a well-known fact that the compilation of mailing lists of names likely to result in actual clients is, at the moment, developing into an important branch of advertising, and numerous individuals, also a few companies, claim to be able to compile lists of names, which in their opinion will prove of value as business-bringing mediums to manufacturers and others. Those

conversant with the inner workings of commerce and finance know that various methods are adopted to obtain reliable names, from careful compilations taken from directories and other publications, with due regard to knowledge of localities, social status, and rentals, to the interchange of lists of known investors and others.

How far these methods succeed is difficult to say. Those engaged on the compilation of such lists are, of course, optimistic, whilst the actual users of them are naturally reticent. But, from common reasoning, one may be safe in affirming that any proposition, especially a financial proposition, reaching anyone of ordinary intelligence, may in some cases create a feeling other than of interest. The fact that such matter has been sent unsolicited naturally raises a feeling of curiosity, if not suspicion, in the minds of the recipients, and in the writer's opinion it would need an additional amount of palpable sincerity in the proposition itself to counteract that feeling. These remarks refer, of course, only to the advertising matter emanating from purely financial houses which to-day appear to lay great value on postal advertising as a method of increasing their clientèle.

In the case of a manufacturer wishing to bring his goods before the notice of customers, however, matters are simplified, because at the outset it can be made apparent to the person to whom the letter is addressed that the manufacturer intends to give value for money.

"Follow-up" methods, to use a hackneyed though sufficiently explanatory expression, are important adjuncts to all postal advertising schemes. To send out one letter, and then expect results, is a mistake frequently made by some advertisers, and although if the proposition is sufficiently alluring results may be anticipated, it will generally be found that more than one communication is necessary to bring about business. For this reason the postal advertiser will do well to calculate carefully at the outset the actual figure he is prepared to expend on such of the names on his mailing lists, having regard to cost of printed matter, handling, folding, postage, etc., and so arrange a series of letters accordingly, to be posted at carefully graded intervals on the lines suggested in the foregoing.

Facsimile letters, or form letters as they are sometimes called, are mechanically reproduced copies of typewritten letters, set up and printed in type to imitate genuine typewritten matter as closely as possible. Numerous machines for the production of these letters are now on the market, and the acme of excellence may be said to have been reached if one carefully examines the productions which emanate from leading houses specialising in this class of work. As it is, therefore, quite an easy matter for the advertiser to secure perfection in his form letters, so far as printing is concerned, and as nothing more need be said on the point, the writer purposes to confine his remarks to the principles which require to be carefully studied in the actual composition of the letter itself.

Form letters are invariably intended to reach a large circle of prospective customers and experience teaches that it is no easy matter to compose a letter which will inevitably appeal to a large number of recipients. Human nature is so complex, and temperaments so diverse that one cannot even strike a middle way and hope to be successful. The chief difficulty with which the composer of a form letter is confronted is, "How can I get directly at the desires or inclinations of this hundred and one prospective buyers? How can I smooth away their prejudices, create interest, secure

their orders?" The following suggestions are offered:—

The first thing the writer of form letters must always have in mind is the firm conviction that every one of the names on the mailing list before him is a likely buyer of his goods, and he may take comfort in the reflection that, if his mailing list has been carefully compiled and intelligently classified, his conviction will, in the majority of cases, prove correct. If the mailing list is a large one it should be sub-divided under different headings until a properly classified list of names is secured, each individual name varying in its value as a prospective customer. When this has been done a form letter should be composed such as the writer believes will appeal to that one particular class of person. He should, for the moment, forget all about the other sub-divisions, and concentrate his efforts in an attempt to write a letter which will appeal personally, not collectively, to each of the names before him, looking at the whole as if they were one individual whom he is endeavouring to interest or convince. When he has succeeded in writing a letter which he considers will appeal to the one individual, he will have produced a letter which will inevitably appeal to every person whose name appears on the list before him, and just so far as the writer of form letters is able to forget the fact that he is appealing to a number instead of to one individual, in equal ratio will be the success of his efforts. The opening paragraphs of some form letters give the reader an idea of the purpose for which the letter has been addressed to him. This is a mistake. The aim should be to frame the opening paragraphs so as to bring the reader to believe unconsciously that a common interest exists between the writer and the person addressed. The whole letter should be designed

with the intention of producing a reply wherewithal to furnish some basis for intelligently dictated personal correspondence to follow, gradually leading up to securing a client for the particular commodity or proposition which forms the subject of the letter; and here it should be said that advertising by means of form letters should never be judged by the direct results achieved,—that is upon the percentage of replies received. The cumulative effect of efficiently handled form letter advertising is a quantity frequently overlooked by advertisers. To sum up essential details. Aim at clearness and conciseness of expression and description. Ambiguity or prolixity should be carefully guarded against. Make the style of the letter as interesting but yet as businesslike as possible. The reader's interest must be stimulated and maintained throughout if the letter is to be perused. Do not attempt to cover too wide a field of prospects. If it is possible to specialise on one salient feature, or urge one sound argument in each letter, it is better than attempting to cover the whole field of possibilities at the risk of producing too lengthy a communication. Avoid platitudes: the person to whom you are writing will probably be acquainted with the meaning of the words "cum grano salis." See that your stationery is as perfect as it is possible to get it. Avoid halfpenny postage.

In sending out letters it will be found advantageous to see that this is done at set periods and at opportune times. Post on Saturday to private people so that the letter reaches its destination on Sunday when most people have leisure time in which to study their correspondence. To business people post on Monday so that the communication may reach them on Tuesday,—generally the lightest mail day in the week.

Classification of mailing lists should not be entrusted

# FOLLOW-UP CUSTOMERS

Name		Address		
Enquiry recd. through.	gh.			
Price List Sent.	Follow-up Letters Sent.	Special Letters Sent.	Special Final Offer Sent.	Order Received.
		1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
			3	
			10	

 $\overline{\phantom{a}}$ 

to any irresponsible person, but to someone having an intimate knowledge of the article advertised and possessing sufficient intelligence to differentiate between likely and unlikely buyers. In the case of postal matter intended to reach the hands of merchants and others, the manufacturer will readily realise the value of such differentiation. Directories and other publications dealing with his own particular trade will be found sufficient for his purpose. With these before him, aided by someone having a knowledge of the requirements of his customers, a sufficiently comprehensive and workable basis for an efficient mailing list will be arrived at.

The table shown on page 65 will prove useful in keeping track of each name received in reply to an advertisement. A fixed number of letters, etc., should be sent before the matter is allowed to drop. Should no business result then the card should not be destroyed. It may be found desirable to use it again later for "special offers," or at least it will serve the purpose of a record of names of those applicants whom the advertiser has reason to believe are merely free-sample seekers.

# CHAPTER VIII

TYPOGRAPHY, ELECTROS, WOODCUTS, ETC.

In order that the advertiser may be enabled to instruct the printer, or intelligently follow the suggestions submitted to him from time to time, it is necessary that he should be familiar with a few of the essentials of

typography.

In the printing trade, types are given distinctive names to indicate their size, shape and character. On the following pages are shown a few specimens of the leading sizes and shapes used in printing advertising literature, but it must be remembered that there are now so many new varieties of types constantly appearing on the market, that it would be an utter impossibility for any printing firm to stock even a small proportion of the types at present in existence. As the manufacture of type proper does not come within the scope of this work, the following brief particulars will serve all useful purposes.

The letter portion of the type is called the "face" and the solid portion serving as a mount for the face is called the "body." The small continuation part of the body of the type, a little below and above the line itself, is called the "shoulder." This shoulder is provided to give support to the lower-case letters having up or down strokes such as g, b, h, f, p, etc. When space is required the printer uses strips of lead, cast in different thicknesses, for the purpose. Types set close together are said to be "set solid," and when spaced

out, " leaded."

Types set close are said to be set solid; when spaced out leaded.

Types set close are said to be set solid; when spaced out leaded.

Up to within a few years, only one method of describing the sizes of type was in vogue, viz., that of giving distinguishing names only, such as "pica," etc. To indicate the sizes of type faces, the words "2-line" "3-line," "4-line," etc., were used. By this means it was understood that the "body" of the type was twice, thrice or four times the depth of the type named. This system did not, however, carry with it a sufficient degree of accuracy such as is required to-day, owing to the fact that there was no fixed standard measurement of the sizes of types, and it was frequently found that, twenty lines say of any particular type cast by one founder, would equal only eighteen or nineteen lines cast by another founder. It is to America that we owe the creation of the "point system" now universally adopted by progressive printers. This system consists of a standard of measurements for types, it being understood that a "point" is equivalent to  $\frac{1}{72}$  of an inch. Thus the difficulties of "lining up," and, in composition, of the type, have been reduced to a minimum. All typefounders now cast on the "point" system, and in some instances they adopt a standard point body set and line, that is all letters are cast to definite " points" in both width and depth, and the beard below the type face to a definite "point" measurement. It is also recognised by both founders and printers that the type "face" is cut to fit the type "body" in contradistinction to the old method of irregular sizes.

As it will be frequently found desirable to increase

or decrease the size of type to bring matter within a certain number of pages, the following method will be found quite accurate for all purposes. As the "point system" is now in general use, it is advisable to base all calculations on the "points" contained in the "em" of each size of type to be dealt with. As an instance, assume that a given job consists of sixty-four pages set in 6-point (Nonpareil), and it is desired to ascertain how many pages it would make if re-set in 10-point (Long Primer); all that is necessary is to compute the number of points contained in the "em" of the two sizes and work out in proportion as follows:—

$$6 \times 6 = 36$$
 points to 6 points em.  $10 \times 10 = 100$  points to 10 points em.

$$\frac{\text{Pages set 6-pt.}}{64} \times \frac{\text{Pts. in 10-pt. em.}}{100} -$$

$$\frac{\text{Pts. in 6-pt. em.}}{36} = 177 - \frac{7}{9}.$$

Answer =  $177\frac{7}{9}$  (say 178) pages set in 10-pt. type.

As another instance, a volume of 500 pages set in 12-point (Pica) solid is given out with instructions to reduce it to 250 pages only. What size of type will have to be used to make the reduced quantity, the size of page remaining the same? It would be worked out as follows:—

$$\frac{\text{Pages required}}{250 \text{ pages}} \times \frac{\text{Points in Pica (12-pt.) em.}}{144} - \\ \frac{\text{Pages set in}}{500 = 72}$$

The answer (72) represents the number of points in

the em of the type required, 8-point leaded with 1-point leads, viz., width of 8-point em. 8-points, depth of 8-point type with 1-point lead added = 9 points, therefore  $8 \times 9$  equals 72.

Specimens of types, etc.:—

In the whole industrial world to-day there is no business in which it is so vitally necessary that what are commonly known as "modern facilities" be ROMAN OLD STYLE. Nonpareil (6 point).

In the whole industrial world to-day there is no business in which it is so vitally necessary that what are commonly known as "modern ROMAN OLD STYLE. Brevier (8 point).

In the whole industrial world to-day there is no business in which it is so vitally necessary that what are commonly ROMAN OLD STYLE. Long Primer (10 point).

In the whole industrial world to-day there is no business in which it is so vitally necessary NOMAN OLD STYLE. Pica (12 point).

In the whole industrial world to-day there is no business in which it is so vitally necessary that what are commonly known CHELTENHAM OLD STYLE. Long Primer (10 point).

In the whole industrial world to-day there is no business in which it is so vitally necessary that what CHELTENHAM OLD STYLE. Pica (12 point).

In the whole industrial world to-day there is no business in which it is so vitally necessary that what are commonly known as "modern SANS. ITALIC. Brevier (8 point).

In the whole industrial world to-day there is no business in which it is so vitally necessary that what  $BOLD\ SANS.\ Nonpareil\ (6\ point).$ 

In the whole industrial world to-day there is no business in which it is so vitally BOLD SANS. Brevier (8 point).

In the whole industrial world to-day there is no business in which it is so BOLD SANS. Long Primer (10 point).

# In the whole industrial world to-day there is no business in

BOLD SANS. Pica (12 point).

In the whole industrial world to-day there is no business in which it is so vitally neces-MONOTYPE, OLD STYLE. Pica (12 point).

In the whole industrial world to-day there is no business in which it is so vitally neces-MONOTYPE, OLD STYLE ANTIQUE. Pica (12 point).

In the whole industrial world to-day there is no business in which it is so vitally neces-GALLIC OLD STYLE. Pica (12 point).

In the whole industrial world to-day there is no business in CURTIS POST OLD STYLE. Pica (12 point).

# In the whole industrial world today there is no business in which

MORLAND OLD STYLE. Pica (12 point).

In the whole industrial world to-day there is no business in which it is so vitally neces-

CONDENSED SANS. Pica (12 point).

# In the whole industrial world to-day there is no business in which it is so

LINING GOTHIC. Pica (12 point).

# **INITIALS**









48 point.







60 point.





54 point.















24 point.

# Thin. Double Thin. Medium. Double Medium. 3 point. 6 point.

BLOCKS, ELECTROS, WOODCUTS, STEREOS, ETC.

Designs and illustrations are reproduced in magazines and newspapers, catalogues, etc., by means of blocks, hand engraved on wood or mechanically etched on metal so that they may be set up with letterpress. The term "process blocks" is generally applied to all forms of illustrative reproductions for letterpress use, other than wood engravings, but the correct distinction is as follows:—

- (a) A mechanically-etched half-tone plate (half-tone process block).
  - (b) A mechanically-etched line plate (line block).
  - (c) An engraving on wood (woodcut).
- (d) A relief effect reproduced by photography from clay-modelled design (clay-modelled half-tone block).
  - (e) A copper-faced duplicate of above (electro).

(f) A stereo (literally, a casting of type metal from

any of the above).

(A) HALF-TONE PROCESS BLOCKS.—These, on account of the shallow space between the dots on the printing surface, can only be printed with the best results on highly coated and calendered printing papers, such as are in general use in illustrated magazines, etc. As the name implies, half and finely graduated tones of a photograph or a wash-drawing may be reproduced by their use. They form the only medium by which very fine gradations of light and shade can be printed with letterpress. In producing the block, the design is photographed through a ruled glass screen on to a sensitised plate which, after development, becomes a negative of the design. The screen causes the picture to be broken up into a series of dots varying in thickness, the fine dots producing the high lights and the medium and heavy dots the half tones and deep shadows. print of the negative is then taken on a prepared copper or zinc sheet, which, after suitable treatment, is immersed in an acid bath. The unprotected metal between the dots is thus etched away, and the necessary relief obtained. Having been trimmed, the metal plate is mounted on wood to the height of type, and is then ready for the printer. A point to remember, in ordering the use of half-tone blocks, is that the rougher the paper to be printed upon, the coarser should be the screen used. It is therefore essential that the block manufacturer should be made acquainted with the whole details of the purpose for which the half-tone is required. Price varies from 3½d. (65 screen for rough work) to 9d. (150-screen for high grade work) per square inch.

(B) LINE BLOCKS.—On account of the high relief of the printing lines, this class of block is suitable for

use on inferior or rough surface papers. They are largely used in newspaper work, owing to the few difficulties they present in rapid printing. A line block may be made by photographic means, as in the case of half-tone blocks, but without the necessity for the use of the screen, or by drawing upon zinc with a medium of bitumen dissolved in benzine. In the latter case, when subjected to heat, the bitumen becomes an acid "resist" to use the technical term, and the plate being immersed in a diluted nitric acid bath, the intervening spaces between the lines of the drawing are etched away, leaving the printing lines in high relief. After trimming and mounting the block is ready for use. Price per square inch for line zincos varies from 2d. to 6d.

(C) Wood Engravings.—In the preparation of wood engravings, the pictures or designs to be cut in the wood are first photographed or drawn upon a finely prepared surface of boxwood. The engraver then proceeds to remove the high lights leaving the design in relief. Great skill is necessary to engrave the figures in high-class illustrations, and owing to the length of time taken, and the consequent high cost of production, wood engravings have largely, for advertising purposes, given place to the more rapid and less expensive process blocks. Nevertheless the superiority of the wood engraving, by reason of its sharpness of character, still holds its own and is in constant demand where essential details require to be brought out clearly and minutely. Owing to the delicate nature of fine lines in wood engravings, it is advisable not to print therefrom but to obtain electros. Price varies from 1s. to 3s. 6d. per square inch.

(D) ELECTROS AND STEREOS.—These are merely castings or duplicates of the original block, whether wood or process blocks. In the manufacture of electros

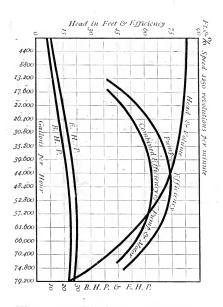
an impression in wax is taken from the half-tone or woodcut, and upon this a fine and thinly-spread film of copper is electrically deposited, the shell afterwards being backed up with metal. In the case of stereos a matrix of papier-mache is taken from the original block, and castings obtained from this mould in the usual way. Both electros and stereos are planed down to an uniform thickness, and then mounted upon a hard wood base, to the height of the type with which they are to be used. Prices, electros 1d. to 1½d. per square inch. Stereos ½d. to ¾d. per square inch.

(E) Duplicates of Colour Blocks.—Hard-metal nickel-faced stereos. Duplicates of tricolour blocks are successfully made by this process. The cast is made from a plaster mould, and afterwards nickelled on the face to obviate oxidation when in contact with coloured inks. The brittle nature of the metal renders the plates subject to cracking during printing—a disastrous feature in colour work—and shrinkage, caused by the cooling of the metal plate, also detracts from their utility. The price of these stereos is 1¼d.

per square inch.

GALVANO ELECTROS.—On account of the difficulty in obtaining perfect duplicates of tricolour blocks, the commercial success of the process was greatly retarded, but the obstacles have now been removed by the introduction of the "Galvano" process of electrotyping, which, briefly described, is as follows:—An impression of the block is taken on a series of layers of lead and a composition, of which latter beeswax forms the basis. A feature of this metallic composition is that the mould may be used repeatedly for the making of copper shells to the requisite numbers, which ensures an uniform series of duplicates. A faithful reproduction of all the dots of the half-tone blocks is made, and it is

quite impossible to detect a difference between the original block and the electro in the printed result. The price of Galvano electros from tricolour blocks is  $2\frac{1}{2}d$ . per square inch ( $7\frac{1}{2}d$ . per square inch of printed surface).



# WAX ENGRAVING PROCESS

For Newspapers and Magazine Work.

The lettering being moulded from actual type gives a very neat appearance to the block. This process is much in favour for the production of maps, diagrams, charts, etc.

Reproduced by the courtesy of Messrs. John Swain & Son, Ltd., 89/90 Shoe Lane, Fleet Street, E.C.



HALF-TONE FROM WASH DESIGN 150 lines to the inch.

Suitable for high-class illustrations for books, magazines, trade catalogues, etc. Printed on coated or art papers.

Reproduced by the courtesy of Messrs. John Swain & Son, Ltd., 89/90 Shoe Lane, Fleet Street, E.C.



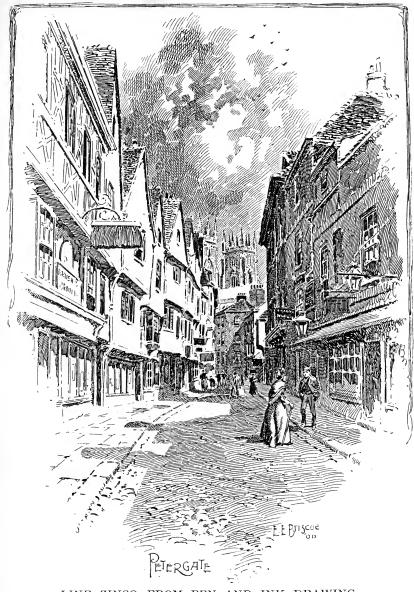
LINE ZINCO. DECORATIVE LINE WORK
Reproduced by the courtesy of Messrs. John Swain & Son, Ltd.,
89/90 Shoe Lane, Fleet Street, E.C.



# SHADOWGRAPH LINE ZINCO

For newspaper advertising, but shows best on coated papers. From Shadowgraph drawing in flash washes.

Reproduced by the courtesy of Messrs. John Swain & Son, Ltd., 89/90 Shoe Lane, Fleet Street, E.C.

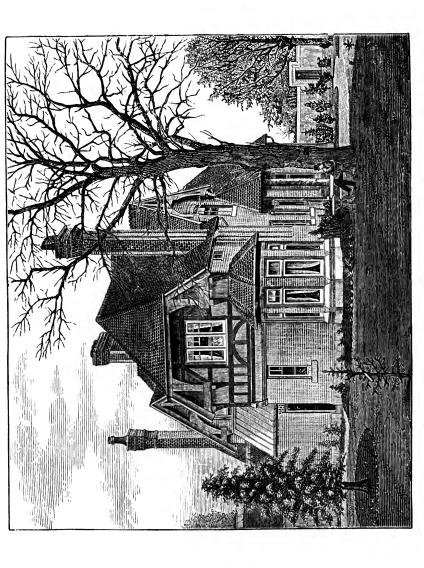


LINE ZINCO FROM PEN AND INK DRAWING Reproduced exactly line for line. Suitable for printing on slightly rough paper.

Reproduced by the courtesy of Messrs. John Swain & Son, Ltd., . 89/90 Shoe Lane, Fleet Street, E.C.

# WOOD ENGRAVING

For daily paper work, booklets advertising hotels, estates, etc., and all printed matter where inexpensive papers are used. Reproduced by the courtesy of Messrs. John Swain & Son, Ltd., 89/90 Shoc Lane, Fleet Street, E.C.



# Symbols used in the Correction of Printers' Proofs, Etc.

As the advertiser will find it to his advantage to familiarise himself with the method adopted in the correction of the printed matter, the writer has thought it advisable to include some explanation of the symbols most generally in use. The following brief particulars will serve all purposes:—

	<b>(</b> )	
<ol> <li>i/-</li> <li>L. caps</li> </ol>	One of the first lessons in the Philosophy of Life is to realise and accept without biterness or loss of Heart	3)
3. <sub>A</sub> /p	osophy of Life is to realise and accel	
4\/t	the unattainableness of the ideal.	
5. s. h 6. Tr.	Can you imagine the best; it is far	
7. Tr.	more difficult to achaive the second	
8. Tr.	best. The heights by great men reached and kelp have invarably	
9. Tr.	been won in the teeth of clethed	@
10. <sub>^</sub> /n 11. d/-	been won in the teeth of clethed antagonisms, not through the favor or propitious circumstances but by	@
12. /u	or propitious circumstances but by	
13. Run on	vigorous and sustained	7
14. l.c.	effort. All history teems with examples of this.	
(1) Cubatitut	0 " ; "	

(1) Substitute "i."

(2) Large capitals required here.

(3) "p" omitted.

(4) "t" omitted.

(5) Small "h" required.

(6) Transpose. "You can . . . . . "

(7) Transpose "ieve."

(8) Transpose "kept."

(9) Transpose "invariably."

(10) "n" omitted.

(11) Delete (take out).

(12) "u" omitted.

(13) Run on same line.

(14) Lower case (small letter).

The following are also employed:—

1/-Bring down.

" Itals." Insert italics here.

(.)/-Full stop here.

(:)/-Colon here.

(?)/-Query mark here. Semi-colon here. (;)/-

(,)/-Comma here.

Apostrophe here. (')/-

(-)Hyphen here. Ev. spc. Space evenly.

Bring these closer together.

Par:/ New paragraph commences here.

Read in as before. Struck out in error. Stet

Type requires aligning. ///

If corrections are numerous, it is advisable to number each symbol as shown in the margin. When finally completed and no further corrections are necessary, the word "Press" should be written on each page. If further proofs are required, the words "furnish proof" should be written on each page.

Sizes of Printing Papers in General Use

Foolscap  $13\frac{1}{2} \times 17$  ins. Crown  $15 \times 20$  ins. Demy  $17\frac{1}{2} \times 22\frac{1}{2}$  ins.

Medium  $18 \times 23$  inches. Royal  $20 \times 25$  ins. Large Post  $16\frac{1}{2} \times 21$  ins. Super-Royal  $20\frac{1}{2} \times 27\frac{1}{2}$  ins. Imperial  $22 \times 30$  ins.

24 sheets—one quire.

20 quires—one ream.

480 sheets—one inside or ordinary ream.

516 sheets—one perfect ream.

# SIZES OF CARDS

Number of cards to be cut out of a sheet of Royal—thirds 96, smalls 50, large 32.

# Sizes of Pasteboards

Royal 20  $\times$  25. Postcard boards  $22\frac{1}{2} \times 28\frac{1}{2}$  ins.

# PAGE MEASUREMENTS FOR BOOKWORK

	ems pica.		ems.
Foolscap 8vo	$18 \times 32$	Demy 8vo	$24 \times 42$
,, 4vo	$30 \times 41$	,, 4to	$42 \times 54$
Crown 8vo	$21 \times 41$	Royal 8vo	$27 \times 48$
,, 4to	$34\times48$	,, 4to	$48 \times 64$

# STRAWBOARDS

The size most generally used is  $25 \times 30$  inches, and the thickness is indicated by the weight of the board, viz., one pound board, two pound board and so on. The market price varies, but averages about £5 to £6 per ton, according to the weight of the board.

# CHAPTER IX

## CLASSIFIED LIST OF PERIODICALS

### LONDON DAILY NEWSPAPERS

NAME.	ADDRESS.
Daily Chronicle	80 Fleet St., E.C.
Daily Express	23 St. Bride St., E.C.
Daily Graphic	Tallis St., E.C.
Daily Herald	Victoria House, Tudor St., E.C
Daily Mail	Carmelite House, Tallis St., E.C.
Daily Mirror	11–12 Whitefriars St., E.C.
Daily News and Leader	67 Fleet St., E.C.
Daily Sketch	14 Tudor St., E.C.
Daily Telegraph	135 Fleet St., E.C.

Evening News Evening Standard and St. James' Gazette

Carmelite House, Tallis St., E.C. 102 Shoe Lane, E.C.

Financial News Financial Times Financier and Bullionist

NAME

> 11 Queen Victoria St., E.C. 72 Čoleman St., E.C. 54 Wool Exchange, Coleman St., E.C. 367 Strand, W.C.

Morning Advertiser Morning Post

127 Fleet St., E.C. 346 Strand, W.C.

Pall Mall Gazette

Newton St., Holborn, W.C.

Sporting Life Sportsman Standard Star

148 Fleet St., E.C. 139-140 Fleet St., E.C. 102-105 Shoe Lane, E.C. Stonecutter St., E.C.

Times

Globe

Printing House Sq., E.C.

Westminster Gazette

12 Salisbury Sq., Fleet St., E.C. 87

7-(1713)

# CLASSIFIED LIST OF PERIODICALS, ETC., PUBLISHED IN GREAT BRITAIN

NAME.

Address.

Accounting and Actuaries—Accountant, The 34
Accountants' Journal ,,

Accountants' Magazine Incorporated Accountants'

Journal Advertising-

Advertising

Advertising World Billposter

Printers' Ink

Aeronautics-

Aero

Aeronautics

Aeroplane, The

Flight

Agriculture—

Agricultural Economist Country Gentleman and

Land and Water Farm and Home

Farm, Field and Fireside

Farm Life

Farmer and Stockbreeder Journal of the Board of

Agriculture Live Stock Journal

Mark Lane Express

Scottish Field Almanacs—

Old Moore's Almanac

Whitaker's Almanac

Zadkiel's Almanac

Amusements (see Music, Theatrical, etc.)— Animals (see Domestic Pets and Horses)—

Antiquities (see Archæology)-

Archæology-

Antiquary Folklore

Herdmans' Miscellany

34 Moorgate St., London, E.C.

18 Giles St., Edinburgh

4 King St., Cheapside, E.C.

101 Fleet St., E.C.

5 Norfolk St., Strand, W.C.

4-5 Warwick St., W.C.

Donnington House, Norfolk St., W.C.

20 Tudor St., E.C. 89 Chancery Lane, W.C.

166 Piccadilly, W.

44 St. Martin's Lane, W.C.

92 Long Acre, W.C.

36-38 Southampton St., Strand,

W.C. 17 Furnival St., E.C.

3 Wellington St., Strand,

W.C. Hatton House, Great Queen St.,

E.C. 6 Essex St., E.C.

3 Wellington St., Strand, W.C.

8 Breams Buildings, Chancery Lane, E.C.

3 Wellington St., Strand, W.C.

11 Bothwell St., Glasgow

5 Pilgrim St., E.C.

12 Warwick Lane, E.C.

14 Red Lion Ct., Fleet St., E.C.

62 Paternoster Row, E.C. 57-59 Long Acre, W.C.

88 Princess St., Bishop Auckland

Address.

Journal of the British

Archæological Association

Miscellanea Genealogica et 140 Wardour Street, W.

Heraldica Reliquary and Illustrated

Archæologist

Architecture and Building (see also Timber)—

Architect and Contract Reporter

Architectural Review

Builder

Builders' Journal Building News

Building World

Contract Journal

Contractors' Chronicle Journal of Clerks of Works

Association Plumber and Decorator

Army (see Military Service). Art (see also Photography)—

Art Decorator Art Journal

Connoisseur Journal of Decorative Art 260 Oxford Rd., Manchester

Astrology-Coming Events Modern Astrology Astronomy—

Journal of the British Astronom<sup>i</sup>cal Society

Observatory Athletics (see also Physical Culture and Sporting)— Athletic News

C. B. Fry's Magazine Bakers-

Baker and Confectioner Bakers' Record

Bakers' Times British Baker

Band of Hope (see Temperance).

22 Sackville St., E.C.

4 Snow Hill, E.C.

6-11 Imperial Bldgs., Ludgate

Circus, E.C. Caxton House, Westminster, S.W.

4 Catherine St., Strand, W.C. Caxton House, Westminster, S.W.

Effingham House, Arundel St., Strand, W.C.

La Belle Sauvage, Ludgate Hill,

Temple Chambers, Temple Ave., E.C.

48 Gray's Inn Road, W.C.

4 Ham Park Rd., Stratford, E.

46 Cannon St., E.C.

33 King St., Covent Garden 7 City Gardens, Row, City Rd., Ν.

95 Temple Chambers, E.C.

97a Grange Road, Birkenhead 7 Imperial Arcade, E.C.

Eyre & Spottiswoode, East Harding St., E.C.

7 Red Lion Ct., Fleet St., E.C.

Withy Grove, Manchester Southampton St., Strand, W.C.

61–62 Chancery Lane, W.C. 68 Farringdon St., E.C.

155 High Street, Lewisham, S.E.

38 Shoe Lane, E.C.

Banking (see Finance and Investments). Baptist (see Religious).

Bee-keeping-

Beehive

Bee-keepers' Record

British Bee Journal

Birds (see Domestic Pets). Bits and Selections—

Answers

Cassell's Saturday Journal

Great Thoughts

Ideas

Horner's Weekly Illustrated Bits

Illustrated Chips Pearson's Weekly

Scraps

Spare Moments

Tit-Bits Yes or No

Book Trade—

Book Monthly -

Bookman

Bookseller and Stationer Publishers' Circular

Bulletin of New Books

Boot and Shoe Trades (see also Leather trade)-Boot and Shoe Trades Jrnl. 72-77 Temple Chambers, E.C.

Boot and Shoe Retailer Shoe and Leather Record

Shoe Manufacturers'

Monthly

Botany (see also Gardening)—

Botanical Magazine Journal of Botany

Kew Bulletin

Brewing (see also Licensed Victuallers)— Brewer and Wine Merchant 73 Farringdon St., E.C.

Brewers' Gazette

Brewing Trade Review

Butchers—

Review Meat Trades Journal

Cabinet and Upholstery Trades (see Furniture Trade).

Address.

21 Berners St., E.C.

8 Henrietta St., Covent Garden, W.C.

23 Bedford St., Strand, W.C.

23 Bouverie St., E.C.

La Belle Sauvage, E.C.

Temple House, Tallis St., E.C. Withy Grove, Manchester

26-29 Bouverie St., E.C. 13 Milford Lane, E.C.

26–29 Bouverie St., E.C.

17 Henrietta St., E.C.

Red Lion House, Red Lion St.,

12-13 Fetter Lane, E.C.

Southampton St., Strand, W.C. 2-3 Hind Ct., Fleet St., E.C.

4 Stationers Hall Ct., E.C.

27 Paternoster Row, E.C.

88 Fleet Street, E.C.

719 Adam St., Adelphi, W.C. 4 Stationers Hall Ct., E.C.

46 Fleet Street, E.C.

40 Finsbury Sq., E.C.

26 Corridor Chambers, Leicester

6 Henrietta St., E.C. 54 Hatton Garden, E.C.

Wyman & Sons, Fetter Lane, E.C.

Devonshire Sq., Bishopsgate St., E.C.

13 Little Trinity Lane, Upper Thames St., E.C.

Cold Storage and Ice Trades 30 Oxford Ct., Cannon St., E.C.

63 Long Lane, Smithfield, E.

Address.

Canada (see Colonies and Possessions).

Carriage Builders-

Automobile and Carriage 16 Eldon St., E.C.

Builders' Journal

Coachbuilders' and Wheel-

wrights' Art Journal Cats (see Domestic Pets).

Chemists and Druggists-

Analyst

Chemical Trade Journal

Chemist and Druggist Journal of the Chemical

Society

Pharmaceutical Journal Chess-

British Chess Magazine

Christmas Numbers (extra editions usually issued)— Country Life

Gentlewoman

Graphic Hearth and Home Illustrated Bits

Illustrated London News Illustrated Sporting and

Dramatic News Ladies' Field

Lady Lady's Pictorial

Onlooker

Pears' Annual Queen, The

Sketch Sphere Tatler

T. P.'s Weekly

Truth Vanity Fair Yachting World Yachtsman

Church (see Religious). Civil Service-

Civil Service Candidate Civil Service Competitor Civil Service Gazette Civil Service Hints

64 Long Acre, W.C.

2–8 Orange St., E.C. 265 Strand, W.C.

42 Cannon St., E.C.

10 Paternoster Row, W.C.

72 Great Russell St., W.C.

16 Elmwood Lane, Leeds

3–13 Southampton St., Strand, W.C.

70-77 Long Acre, W.C.

Tallis St., E.C.

10-11 Fetter Lane, E.C. 13 Milford Lane, E.C.

195 Strand, W.C. 172 Strand, W.C.

3–13 Southampton St., Strand, W.C.

39-40 Bedford St., E.C.

172 Strand, W.C.

16 Bedford St., Strand, W.C. 71 New Oxford St., W.C.

Bream's Buildings, Chancery Lane,

E.C.

195 Strand, W.C. Great New St., E.C. Great New Street, E.C.

5 Tavistock St., Covent Garden, W.C.

10 Bolt Ct., E.C.

42 Bloomsbury Sq., W.C. 37 Wallbrook, E.C.

125 Strand, W.C.

8 Gate St., Kingsway, W.C. 9 Southampton St., W.C. 12-13 Fetter Lane, E.C.

Memorial Hall, Farringdon St., E.C.

	м	

Civil Service Socialist

Civilian

Coal Trade-

Coal and Iron Journal

Coal Merchant and Shipper Colliery Guardian

Colonies and Possessions-

African Mail Australasian

British Australasian

Canada

Canadian Mail

Commercial Intelligence

Colonizer

Empire Review

Empire Trader

Empire Magazine Homeward Mail

India

London and China Express

Near East

Overland Mail Overseas Mail

South Africa

Times (weekly edition) Commercial and Mercantile—

Birmingham Chamber of Commerce Journal

Board of Trade Journal

Board of Trade Labour Gazette

British Empire Review

British Export Gazette British Trade Journal

Cardiff Journal of Commerce 10 Mill Lane, Cardiff Chamber of Commerce

Journal

Commercial Intelligence Commercial Weekly State-

ment

Customs Bill of Entry Dornbusch's Floating

Cargoes

Address.

60 Doughty St., W.C. 76–78 Clerkenwell Rd., E.C.

46-47 Coal Exchange, E.C.

165 Strand, W.C.

30–31 Furnival St., Holborn, E.C.

14 Pall Mall, Liverpool

38 King William St., E.C. 115 High Holborn, W.C. Kingsway House, E.C.

90-93 Fleet St., E.C.

166 Fleet St., E.C.

16 Eldon St., E.C.

Macmillan & Co., Ltd., St. Martin's,

119 Finsbury Pavement, E.C.

11 Haymarket, E.C. 65 Cornhill, E.C.

85 Palace Chambers, Westminster,

S.W.

79 Gracechurch St., E.C.

15 Copthall Ave., E.C.

65 Cornhill, E.C.

3 Carmelite House, Tallis St., E.C.

Winchester House, E.C.

Printing House Sq., E.C.

Hudson & Son, Livery St., Birmingham

Wyman & Sons, Fetter Lane, E.C.

Norfolk House, Laurence Poulteney Hill, E.C.

33-35 Eastcheap, E.C. 24 Mark Lane, E.C.

Oxford Ct., Cannon St., E.C.

166 Fleet St., E.C.

11 Jewry St., E.C.

12 Eden Quay, Dublin

11 Tokenhouse Yard, E.C.

NAME. Address. **Economist** Granville House, Arundel St., Strand, W.C. 31 Christopher St., Finsbury Sq., Export World Indent Gazette 24 Mark Lane, E.C. Kemp's Mercantile Gazette 46 Cannon St., E.C. Charles Birchall, Ltd., Publishers, Liverpool Journal of Commerce Liverpool London Commercial Record 11 Jewry St., E.C. Manchester Chamber of Charles Birchall, Ltd., Liverpool Commerce Journal Mercantile Guardian 16 St. Helen's Place, E.C. Mining Journal Mining News 46 Queen Victoria St., E.C. 37 Wallbrook, E.C. On the Road 25 George St., Hull 2 Bream's Buildings, E.C. Organizer Pitman's Commercial Tea-1 Amen Corner, E.C. cher's Magazine Sell's Commercial Intelli-166 Fleet St., E.C. gence Shipping Gazette (Lloyd's) 5 New St. Sq., E.C. Arundel St., Shipping World Effingham House, W.C. Statist 51 Cannon St., E.C. Norfolk St., W.C. System 119 Cannon St., E.C. Produce Markets' Review Confectioners-British and Foreign Con-3 Wellington St., W.C. fectioner Confectioners' Union 150 Holborn, E.C. Confectionery 37–38 Shoe Lane, E.C. Practical Confectioner and 180 Fleet St., E.C. Baker Congregational (see Religious). Cricket-Cricket 168 Upper Thames St., E.C. Cycling-Bicycling News and Motor Lucifer House, Lionel St., E.C. Review Cycle Trader and Review 21 Wilson St., E.C. Cycling 7–15 Rosebery Ave., E.C. 34 Lower Abbey St., Dublin Irish Cyclist Motor Cycle 20 Tudor St., E.C. Motor Cycling 7–15 Rosebery Ave., E.C.

27 Chancery Lane, W.C.

73 Dunlop St., Glasgow

National Cyclists' Union

Review Scottish Cyclist

Address.

Dairying (see also Agriculture)—

Cowkeeper and Dairyman's 57 Chancery Lane, W.C.

Journal

Creamery Journal

Dairy World Dairy

Dental—

British Dental Journal

British Journal of Dental Science

Dental Record Diocesan---

Bath and Wells' Diocesan Gazette

Birmingham Diocesan Magazine

Canterbury Diocesan Gazette

Carlisle Diocesan Magazine

Chester Diocesan Magazine

Chichester Diocesan

Magazine

Exeter Diocesan Gazette Gloucester Diocesan

Magazine

Manchester Diocesan Magazine

Oxford Diocesan Magazine Peterborough Diocesan

Magazine Ripon Diocesan Gazette Rochester Diocesan Chronicle

Albans Diocesan Gazette

Salisbury Diocesan Gazette Brown & Co., Salisbury icle

20 Tudor St., E.C.

98-99 Fetter Lane, E.C. 5 Whitefriars St., E.C.

19 Hanover Sq., W. 289 Regent St., W.

10 Lexington St., W.

Rev. E. B. Cooke, Wookey Vicarage, Wells, Som.

Midland Educational Co., Ltd., Corporation St., Birmingham Macmillan & Co., Ltd., St. Martin's,

W.C.

Thurman & Sons, English Carlisle

Phillipson & Golder, Eastgate Row, Chester

130 North St., Brighton

Ely Diocesan Remembrancer 43 Sydney St., Cambridge Townsend & Sons, Exeter 155 Westgate St., Gloucester

Lichfield Diocesan Magazine A. Lomax's Succrs., Lichfield Liverpool Diocesan Gazette The Church House, Liverpool London Diocesan Magazine Spottiswoode & Co., New St. Sq.,

E.C. John Heywood, Ltd., Manchester

Norwich Diocesan Magazine A. H. Goose, 19 Rampant Horse St., Norwich

50 Broad St., Oxford

Clarke & Satchell, 5 Gallowtree Gate, Leicester

W. Parr, High St., Knaresborough F. Sherlock, Ltd., Caxton House, Westminster, S.W.

Earls Colne Printing Co., Earls Colne, Essex

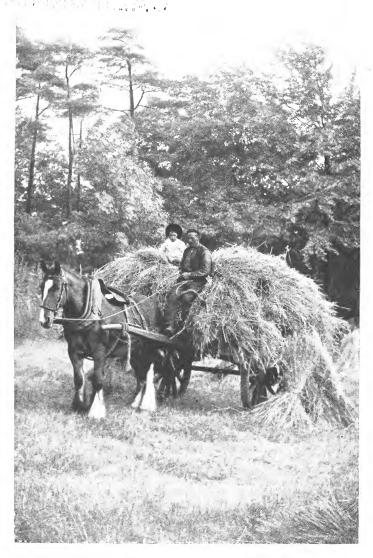
Southwark Diocesan Chron-Longmans, Green & Co., 39 Parliament Row, E.C.



THREE-COLOUR PROCESS WORK.

The yellow is first printed.

Reproduced by the courtesy of Messrs. John Swain & Son, Ltd., 89/90 Shoe Lane, Fleet Street, E.C.

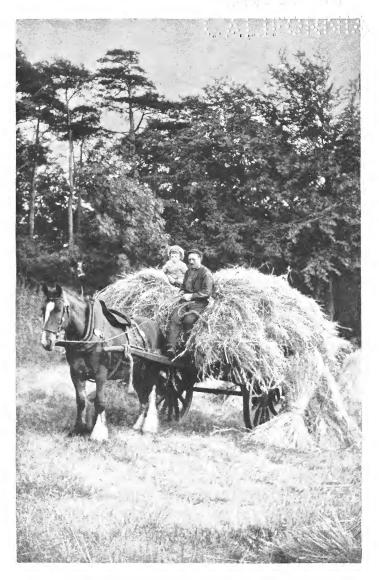


THREE-COLOUR PROCESS WORK.

The red, which is next superimposed.

Reproduced by the courtesy of Messrs. John Swain & Son, Ltd.

89/90 Shoe Lane, Fleet Street, E.C.

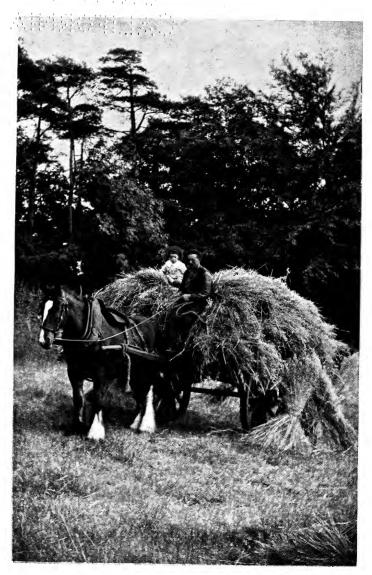


THREE-COLOUR PROCESS WORK.

The blue, which is then superimposed.

Reproduced by the courtesy of Messrs. John Swain & Son, Ltd.,

89/90 Shoe Lane, Fleet Street, E.C.



THREE-COLOUR PROCESS WORK.

The finished three colour effect.

Reproduced by the courtesy of Messrs. John Swain & Son, Ltd., 89/90 Shoe Lane, Fleet Street, E.C.

Southwell Diocesan Maga-

Wakefield Diocesan Gazette

Winchester Diocesan Chronicle

Worcester Diocesan

Magazine

York Diocesan Magazine

Dogs—

Horse and Hound

Illustrated Kennel News

Kennel Gazette Our Dogs

Domestic Pets (General) (see also Poultry)—

Animal World Animals' Friend Band of Mercy

Our Cats

Drapery (see Textile).

Dyeing (see also Textile)— Dyer and Calico Printer 18 Journal of the Society of

Dyers and Colourists Education—

Blue, The

Cambridge Review Cambridge University Re-

porter Class Teacher

Durham University Journal 45 Sadler St., Durham

Education Educational Times

Eton College Chronicle

Gownsman

Granta Head Teachers' Review

Higher Education Gazette Irish Education Review

Journal of Education London Class Teacher

Address.

Rev. P. L. Farmer, The Rectory, Shardlow, Derby

W. H. Milnes, Ltd., Wakefield Warren & Son, Staple Garden,

Winchester

Midland Educational Co., Ltd., Corporation St., Birmingham

John Sampson, 13 Coney St., York

York St., Covent Garden, W.C.

56 Ludgate Hill, E.C. 7 Grafton St., W.

4 Albert Sq., Manchester

105 Jermyn St., W.C.

York House, Portugal St., W.C.

9 Paternoster Row, E.C.

The Croft, Bowdon, Altrincham; Cheshire

150 Holborn, E.C. Market St., Bradford

Christ's Hospital, West Horsham

30 Trinity St., Cambridge

University Press, Warehouse, Fetter Lane, E.C.

85 Fleet St., E.C.

28 Victoria St., S.W.

89 Farringdon St., E.C. Eton College, Windsor

The Black Bear Press, Hills Rd., Cambridge

43 Sidney St., Cambridge

56 Upper Park Rd., Hampstead, N.W.

26 High Holborn, W.C. 24 Nassau St., Dublin

Bocardo Press, Oxford 3 Broadway, E.C.

9 Fleet St., E.C.

London University Gazette University of London, South Kensington, S.W.

Manchester University Magazine N.H.Ŭ. Magazine One and All Oxford Magazine Oxford University Gazette Parents' Review Practical Teacher School Hygiene School Monthly School Newspaper

### School World

Schoolmaster Schoolmistress Secondary Education Student, The Student Movement Teachers' Aid Teachers' Times Teachers' Work University Review

'Varsity Women Teachers' World Electricity— Cassier's Magazine Commercial Intelligence Electric Accumulator Electrical Engineer

Electrics Electrical Industries and Investments Electrical Magazine Electrical Review Electrical Times

Electrician Electricity Journal of the Institute of Electrical Engineers Page's Weekly

Tramway and Railway World

# Address. Sherratt & Hughes, 27 St. Anne's

Sq., Manchester 12 Ŷork Buildings, Adelphi, S.W. 14 Bishopsgate St. Without, E.C. Horace Hart, Publisher, Oxford 26 Victoria St., S.W. 35–36 Paternoster Row, E.C. 2 Charlotte St., W. 42 Holborn Viaduct, E.C. Collins & Co., Bridewell Pl., New Bridge St., E.C. Macmillan & Co., Ltd., St. Martin's, 3 Racquet Ct., Fleet St., E.C. 149 Fleet St., E.C. 85 Fleet St., E.C. Omega Press, Oxford Bocardo Press, Oxford 3 Racquet Ct., Fleet St., E.C. 10 Paternoster Sq., E.C. 24–25 Nassau St., Dublin Sherratt & Hughes, 33 Soho Sq., E.C.

33 Bedford St., Strand, W.C. 166 Fleet St., E.C. 15 Queen St., Cheapside, E.C. 20 Temple Chambers, Temple Ave., 37–38 Strand, W.C.

Holywell Press, Oxford

85 Fleet St., E.C.

Bazaar Buildings, Drury Lane, W.C. 4 Ludgate Hill, E.C. 8 Bream's Buildings, Chancery Lane, E.C. 1-3 Salisbury Ct., Fleet St., E.C.

36 Maiden Lane, Strand, W.C.

57 Haymarket, S.W.

37-38 Strand, W.C.

22 Henrietta St., Covent Garden, w.c. Amberley House, Norfolk St., Strand, W.C.

#### Address.

Engineering, Boiler-making, Founding, etc.

African Engineering Queen Anne Chambers, Westminster, S.W.

Amalgamated Engineers Journal

Boiler Maker

31 Christopher St., Finsbury Sq., Castings 22 Henrietta St., W.C.

Cassier's Magazine Commercial Intelligence

110 Peckham Rd., S.E.

Concrete and Constructional Dewar House, Haymarket, S.W.

Engineering Civil Engineering Domestic Engineering

Eastern Engineering

Engineer, The Engineer in Charge

Engineering Engineering Magazine Engineering Review Engineering Times English Mechanic Foundry Trade Journal Illuminating Engineer Implement and Machinery Review

International Marine Engineering

Locomotive Magazine Locomotive Engineers' **Tournal** 

Marine Engineering Marine Engineer Mining Magazine

Mining News Mining World Model Engineer Page's Weekly

Practical Engineer Railway Locomotive Engineering Railway Engineer

33 Bedford St., Strand, W.C. 166 Fleet St., E.C.

185 Fleet St., E.C. High St. Buildings, Sydenham, S.E.

Queen Anne Chambers, Westminster, S.W.

33 Norfolk St., Strand, W.C. P. Marshall & Co., Poppins Ct., Fleet St., E.C.

25 Bedford St., Strand, W.C. Kean St., Aldwych, W.C. 104 High Holborn, W.C. 30-31 St. Swithin's Lane, E.C. 1 Arundel St., Strand, W.C. 165 Strand, W.C.

13 Bream's Buildings, E.C. 28 Budge Row, E.C.

31 Christopher St., E.C.

3 Amen Corner, E.C. 8 Park Sq., Leeds

3 Amen Corner, E.C.

819 Salisbury House, London Wall,

37 Wallbrook, E.C. 234 Gresham House, E.C.

26-29 Poppin's Ct., Fleet St., E.C. 22 Henrietta St., Covent Garden, W.C.

55-56 Chancery Lane, W.C. 3 Amen Corner, E.C.

15 Farringdon Ave., E.C.

Address.

Royal Engineers' Journal

Royal Engineers' Institute, Chatham

South African Engineering Water and Water Engineer- 30-31 Furnival St., E.C.

392 Strand, W.C.

Entomology—

Entomologist 54 Hatton Garden, W.C.

Entomologists' Magazine 10 Paternoster Row, E.C. Entomologists' Record 17 Gellatly Rd., New Cross, S.E. Exports (see Colonies, Commercial and Mercantile).

Farming (see Agriculture).

Fashions—

Aspinal's Journal of 3–5 Gunpowder Alley, E.C.

Fashion Chiffons Delineator Draper, The

351 Oxford St., W. Drapers' Record

Enquire Within Fashions for All Gallery of Fashion Gentlewoman Hearth and Home Jose Lille's Practical Fashions Journal des Modes

Ladies' Companion Ladies' Cutter Ladies' Field

Ladies' Tailor Lady of the House Lady's Pictorial Lady's Realm Leach's Children's Dress-

maker Leach's Family Dressmaker Leach's Fancy Work Basket London Tailor Madame Myra's Journal Our Home Paris Journal Queen, The Tailor and Cutter Tailoring World

83–84 Long Acre, W.C. 46 Aldersgate St., W.C. St. Clement's Press, Portugal St., W.C. 27 Fetter Lane, E.C.

26-29 Bouverie St., E.C. 25 Bedford St., W.C. 70-77 Long Acre, W.C. 10-11 Fetter Lane, E.C. 27 Fetter Lane, E.C.

142 Long Acre, W.C. 8 Johnson's Ct., Fleet St., E.C. 51 Old Bailey, E.C. 3-13 Southampton St., Strand, W.C.

42 Gerrard Street, W. Commercial Buildings, Dublin. 172 Strand, W.C. 31 Essex St., Strand, W.C. 8 Johnson's Ct., Fleet St., E.C.

,, 51 Old Bailey, E.C. 7 Essex St., Strand, W.C. Beeston & Co., Fetter Lane, E.C. 6 Essex St., Strand, W.C. 54 New Cavendish St., W. Bream's Buildings, E.C. 42 Gerrard St., W. 17 Great Turnstile St., W.C.

Name.		Appres	C*		
	00 01	ADDRESS		C.	1
Weldon's Catalogue of Fashions	30-31	Southampton	St.,		na, W.C.
Weldon's Dressmaker	,,	,,		,,	,,
Weldon's Journal	,,	,,		,,	,,
Weldon's Journal of Cos-					
tumes	,,,			,,	,,
Young Ladies' Journal Finance, Banking and In		ringdon Ave., E ts—	.С.		
Accountant, The		orgate St., E.C.			
Bank Notes		Fetter Lane, E	.C.		
Bankers' Journal		nnon St., E.C.			
Bankers' Magazine	Water	low & Sons,	Lond	lon V	Vall,
	E.C				
Bondholders' Register	73 Fa	rringdon St., E	.C.		
Capitalist		Clement's Lan	e, E.	.C.	
Citizen		et St., E.C.			
City Press		19 Aldersgate S	t., E.	.C.	
City Review		eman St., E.C.			
Commercial Intelligence		eet St., E.C.			
Critic		rfields, E.C.			
Daily Argus		sbury Sq., E.C.		1.12	
Dublin Gazette Economist		Middle Alley St			4
Economist		ille House, A .nd. W.C.	runa	ei 5	ι.,
Entorpriso			E C		
Enterprise Exchange Telegraph Co.'s		Basinghall St., Cornhill, E.C.	E.C.		
Stock Exchange News	17-10	Commin, E.C.			
Fairplay	34 T es	adenhall St., E.	C		
Finance	Broad	Street House,	Ne:	w Bı	coad
		E.C.	, 110		· oud
Finance Chronicle		St., Adelphi,	W.C.		
Financial Chronicle	29 Gra	icechurch St., I	E.C.		
Financial News		ieen Victoria St		C.	
Financial Opinion		nhill, E.C.			
Financial Outlook	18 Roj	pemaker St., E.	.C.		
Financial Reformer	18 Ha	ckin's Hey, Liv	verpo	ool	
Financial Review of Reviews				_	
Financial Standard		Street House, E.C.	Ne	w Br	oad
Financial Times	72 Cole	eman St., E.C.			
Financial Truth	17 Wo	rmwood St., E.	C.		
Financier and Bullionist	54 Wo	ol Exchange, I	E.C.		
Finanz Chronik	38 Col	eman St., E.C.			
House	12–14 W.C.	Newton St.,	Но	olbori	1,
Illustrated Finance		othall Ave., E.C	J		
Imperial Finance	199 Pi	ccadilly, W			

Investors' Chronicle

Investors' Guardian Investors' Review

Iohn Bull Joint Stock Co.'s Journal Money

Money Market Review

Rialto

Rubber Investor

Statist

Stock Exchange Stock Exchange Gazette Stock Exchange Intelligence 4 Copthall Ave., E.C. Stock Exchange Review

Truth Weekly Report Fishing— Angler Anglers' News

Field Fishing Gazette

Food and Cooking— British Food Journal

Epicure

Food and Cookery Vegetarian

Vegetarian Messenger Furniture Trade— Cabinet Maker

Furniture Record Gardening (see also Agriculture and Botany)— Amateur Gardening Farm and Garden Farm Life

Fruit, Flower, etc., Trades Journal

Fruit Grower Garden, The Garden Life

## ADDRESS.

Tower Chambers, London Wall, E.C.

21 Lime St., E.C.

Norfolk House, Norfolk St., Strand, w.c.

93–94 Long Acre, W.C. 11 Victoria St., E.C.

11 Queen Victoria St., E.C. Nicholas Passage, Abchurch Lane,

E.C. 76 Cheapside, E.C.

Mincing Lane House, Mincing

Lane, E.C. 51 Cannon St., E.C.

14 Devonshire St., E.C. 76–81 Gresham House, W.C.

29 Gracechurch St., E.C. 10 Bolt Ct., Fleet St., E.C. 10-13 Broad St. Ave., E.C.

33 Putney Bridge Rd., E.C. 15 Gough Sq., E.C. Horace Cox, Bream's Bldgs., E.C. 19 Adam St., Adelphi, W.C.

32 Shaftesbury Ave., E.C. 39 Furnival St., W.C.

329 Vauxhall Bridge Rd., E.C. 3-4 London House Yard, Paternoster Row, E.C.

257 Deansgate, Manchester

31 Christopher St., Finsbury Sq., E.C.

14 City Road, E.C.

148-149 Aldersgate St., E.C. 148-149 Aldersgate St., E.C. Hatton House, Great Queen St., W.C.

1 White Ct., Fleet St., E.C.

1-3 Salisbury Ct., Fleet St., E.C. 3–13 Southampton St., Strand, W.C. Hatton House, Great Queen St., W.C.

Gardener, The

Gardeners' Chronicle

Gardeners' Magazine Gardening Illustrated Horticultural Trades Iournal

Journal of Horticulture

Scottish Gardener Gas and Water-Acetylene Gas Engineers' Magazine Gas World Journal of Gas Lighting Plumber

Water and Water Engineer- 30-31 Furnival St., E.C.

Genealogy (see Archæology).

Geography-

Geographical Journal Scottish Geographical Magazine

Journal of the Royal Geographical Society Geology-

Geological Magazine Golf (see Sporting). Grain and Seed Trade-

Mark Lane Express

Miller

Millers' Gazette

Milling

Grocery Trade-

Grocer and Oil Trade Review

Grocers' Gazette Grocers' Journal

Grocery Produce Markets Review

Grocers' Review Grocers' Assistant Scottish Trader

Hairdressing and Coiffure— Hairdressers' Chronicle

Hairdressers' Weekly Jrnl.

ADDRESS.

Cassell & Co., La Belle Sauvage, Ludgate Hill, E.C.

41 Wellington St., Covent Garden, W.C.

148-149 Aldersgate St., E.C.

17 Furnival St., E.C.

Horticultural Printing Co., Burnley, Lancashire

12 Mitre Ct. Chambers, Fleet St.,

12 Bank St., Edinburgh

30 Red Lion Sq., W.C. 139 Moor St., Birmingham 8 Bouverie St., E.C. 11 Bolt Ct., Fleet St., E.C.

46 Cannon St., E.C.

12-14 Long Acre, W.C.

R.S.G. Society, Castle Edinburgh

E. Stanford, 12–14 Long Acre, W.C.

Dulau & Co., 37 Soho Sq., E.C.

3 Wellington St., Strand, W.C.

24 Mark Lane, E.C.

94 Leadenhall St., E.C.

17 Goree Piazzas, Liverpool

Eastcheap Buildings, E.C.

15 Philpot Lane, Eastcheap, E.C.

29 Rood Lane, E.C.

150 Holborn, E.C.

119 Cannon St., E.C. Corporation St., Manchester

24 Bedford St., Strand, W.C.

82 Mitchell St., Edinburgh

29–33 Berners St., W.

51-54 Frith St., Soho, S.W.

Address.

Hairdressing Oil Trades Record

31 Furnival St., E.C. Perfumery and Essential 8 Serle St., Lincoln's Inn, W.C.

Hardware– Hardware Trades Journal

Ironmonger

Ironmongers' Chronicle Ironmongers' Weekly Horses (see also Sporting)-

31 Christopher St., Finsbury, E.C. 42 Cannon St., E.C. 39 Newhall St., Birmingham

Horse and Hound Horology and Jewellery-

15 York St., Covent Garden, W.C.

maker

British Jeweller and Watch- Craven House, Kingsway, W.C.

1 Lionel St., Birmingham

Goldsmiths' Review Horological Journal

31 Christopher St., E.C. B.H.I., Northampton St., Clerkenwell, E.C. 24 Clerkenwell Rd., E.C.

148-149 Great Charles St., Bir-

Jeweller and Metalworker Jewellers' and Watchmakers' Trade Advertiser

mingham 150 Holborn, E.C.

Watchmaker, Jeweller, and Silversmith Humorous---

Ally Sloper

1–2 Plough Ct., Fetter Lane, E.C. 26-29 Bouverie St., E.C. Butterfly

E.C.

Comic Cuts Funny Cuts Illustrated Bits Illustrated Chips

32 Fleet St., E.C. 13 Milford Lane, Strand, W.C.

26-29 Bouverie St., E.C.

Jester and Wonder Lot o' Fun

26-29 Bouverie St., E.C. 26-29 Bouverie St., E.C. J. Henderson & Sons, Red Lion Ct.,

Picture Fun Puck Punch Scraps

32 Fleet Lane, E.C. 26–29 Bouverie St., E.C.

10 Bouverie St., E.C. I. Henderson & Sons, Red Lion Ct., E.C.

Insurance and Assurance-

Agents' Journal Assurance Agents' Chron-

Merton House, Salisbury Sq., E.C. 132–134 Great Ancoats St., Manchester 1-2 Market St., Wolverhampton

Assurance Agents' Review • Assure Bourne's Assurance Guide

44 Lloyd St., Manchester 85 Fleet St., E.C.

British Underwriter Business

Merton House, Salisbury Sq., E.C. A. A. Reade, Wilmslow, Cheshire 63 Fleet St., E.C.

Citizen

Address.

Commercial Insurance Budget Enterprise Finance Chronicle Insurance Agent Insurance Agents' News Insurance and Banking

Review Insurance and Financial

Gazette Insurance Freeman Insurance Guardian Insurance Index Insurance Journal Insurance Mail Insurance News Insurance Observer Insurance Opinion Insurance Record

Insurance Spectator Insurance Times Insurance World Joint Stock Co.'s Journal Mercantile Insurance Gazette

Policy Policyholder Post Magazine Review

Sales Journal Trades Marks' Journal

Iron Trade— Coal, Iron and By-Products Journal Coal Merchant and Shipper

Colliery Guardian Iron and Coal Trades Review 165 Strand, W.C. Iron and Steel Trades

Journal Ironmonger, The Ironmongers' Chronicle Ironmongers' Weekly Page's Weekly

World and 57-58 Chancery Lane, E.C.

28a Basinghall St., E.C. 8 John St., Adelphi, W.C. 68-74 Carter Lane, E.C. 30 Red Lion Sq., E.C. 4-5 Newman St., Oxford St., W.

74 Royal Ave., Belfast

38 Church St., Liverpool 194 Bishopsgate St., E.C. 46 Strand, W.C.

47 Fleet St., E.C. 85 Fleet St., E.C.

38 Fountain St., Manchester 37 Wallbrook, E.C.

1-2 Whitefield St., E.C.

13 York St., Covent Garden,

5 Ludgate Circus, Bldgs., E.C. 3 Portpool Lane, E.C. 309 Dashwood House, E.C. 11 Queen Victoria St., E.C.

2 Hill St., Belfast

85 Fleet St., E.C. 44 Lloyd St., Manchester

9 St. Andrew St., Holborn, E.C. 20 Bucklersbury, E.C.

Invention (see also Electrical and Engineering)-26 Copthall Ave., E.C. Patent Office, Sales Branch, Quality Ct., Chancery Lane, E.C.

46-47 Coal Exchange, E.C.

165 Strand, W.C.

30-31 Furnival St., E.C.

Oswaldestree House, Norfolk St., W.C.

42 Cannon St., E.C.

39 Newhall St., Birmingham 1 Lionel St., Birmingham

22 Henrietta St., Covent Garden, W.C.

Address.

Rylands' Iron Trades

165 Strand, W.C.

Circular

Jewellery (see Horology).

Jewish-

Jewish Chronicle Jewish Express Jewish Journal

Jewish Missionary Herald

Jewish World

Juvenile Literature (see also Temperance)—

African Tidings

Baby Babyland Baby's World Boys' Friend

Boys' and Girls' Magazine

Boys' Herald Boys' Own Paper Boys' Realm Captain Chatterbox ChildChild Life

Child of Mary Children's Encyclopædia

Children's Friend

Children's Messenger Children's Missionary

Magazine Children's Paper Children's Pearl Children's Treasury Childs' Companion Child's Friend

Child's Own Magazine

Chums Girls' Friend Girls' Own Paper Girls' Reader Girls' Realm Golden Rule

Good News

Gospel Stories for the Young 20 Paternoster Sq., E.C.

Infants' Magazine

2 Finsbury Sq., E.C. 89 Commercial St., E.

40 Osborn St., Whitechapel, E. 9 St. James' St., W.C.

10 Duke St., Aldgate, E.

9 Dartmouth St., S.W.

32 George St., Hanover Sq., W.

33 Strand, W.C. 12 Burleigh St., W.C.

26–29 Bouverie St., E.C. 73 Bothwell St., Glasgow 26–29 Bouverie St., E.C.

4 Bouverie St., E.C. 26–29 Bouverie St., E.C.

3-13 Southampton St., Strand, W.C. 4 Paternoster Buildings, E.C.

83–91 Great Titchfield St., W. 32 Fleet St., E.C.

1-4 Paternoster Row, E.C. 26-29 Bouverie St., E.C. 9 Paternoster Row, E.C. Children's Gospel Magazine 13 Paternoster Row, E.C.

4 Ave Maria Lane, E.C. North Bank St., Edinburgh

35 Paternoster Row, E.C. Caxton Hall, Lampeter Gwersyllt, Wrexham, N. Wales R.T.S., 4 Bouverie St., E.C.

Holborn Hall, Gray's Inn Road, w.c.

S.S.U., 55 Ludgate Hill, E.C. La Belle Sauvage, Ludgate Hill, E.C. 26-29 Bouverie St., E.C.

4 Bouverie St., E.C. 26-29 Bouverie St., E.C.

La Belle Sauvage, Ludgate Hill, E.C. 56 Ludgate Hill, E.C.

Drummond's Tract Depôt, Stirling, N.B.

9 Paternoster Row, E.C.

Juvenile Rechabite Juvenile Templar Little Folks Our Boys and Girls Our Boys' Magazine Our Circle Our Darlings Our Little Dots Our Own Magazine Scholars' Own St. Nicholas Sunrise Young Crusader Young England Young Helpers' League Young People Young Standard Bearer Young Soldier

Labour (see also Socialist)

British Trade Review 1

Labour Leader 3

Labour Herald 1

Labour News Liberty

Laundry Trade— Laundry and Institution

Engineer
Laundry Journal
Laundry News
Laundry Record

Power Laundry
Leather Trades—

Bag, Portmanteau, and Umbrella Trader Boot and Shoe Retailer Boot and Shoe Trades Jrnl. Footwear

Irish Shoe and Leather World Leather Trades Review Leather Trade Record

Leather Trade Record
Shoe and Leather Trader
Legal—

County Court Chronicle

## Address.

26 Bury New Rd., Manchester 168 Edmund St., Birmingham La Belle Sauvage, Ludgate Hill, E.C. 2-3 Ludgate Circus buildings, E.C. 13a Warwick Lane, E.C. 22 Long Millgate, Manchester 3 Pilgrim St., Ludgate Hill, E.C. R.T.S., 4 Bouverie St., E.C. 13a Warwick Lane, E.C. 3-13 Southampton St., Strand, W.C. 15 Bedford St., Strand, W.C. 168 Edmund St., Birmingham The Sanctuary, Westminster, S.W. 56 Ludgate Hill, E.C. 26 Stepney Causeway, E. Judd St., King's Cross, W.C. 3-4 Paternoster Buildings, E.C. J. B. Lawrie, Judd St., King's Cross, W.C.

113 Cannon St., E.C.
30 Blackfriars St., Manchester
J. Walker, Melbourne St., Fardey,
Leeds
432 West Strand, W.C.
58-60 Victoria St., S.W.

3 Bolt Ct., Fleet St., E.C.

75 Fairfax Rd., Hampstead, N.W. 27–33 Charing Cross Rd., W.C. 150 Holborn, E.C. 89 Farringdon St., E.C.

435 Birkbeck Bank Chambers, E.C.

46 Fleet St., E.C.

72-77 Temple Chambers, E.C.

14 City Road, E.C.

13 Stafford St., Dublin

24 Mark Lane, E.C. 40 Finsbury Sq., E.C.

17 Bouverie St., E.C.

1 Bream's Bldgs., Chancery Lane, E.C.

Irish Law Times Justice of the Peace Law Clerk Law Journal Law Journal Reports Law Notes Law Reports Law Society's Gazette Law Students' Journal Law Times Legal Journal London Gazette Scottish Law Reporter Scots Law Times Solicitors' Gazette Solicitors' Journal and Weekly Reporter Licensed Victuallers (see also Brewing)— Licensed Trade News Victuallers' Licensed Gazette Licensing World Morning Advertiser National Guardian Literary— Academy Athenæum Author Bookman Book Monthly Bookseller Bulletin of New Books East Anglian Notes Literary Digest

Literary Guide Literary Post Literary World Monthly Gazette Nation

Notes and Queries Outlook Publisher's Circular Review of Reviews Saturday Review Spectator

### Address.

53 Upper Sackville St., Dublin 2 Crane Ct., Fleet St., E.C. 99 Fetter Lane, E.C. 37–39 Essex St., W.C. 119-120 Chancery Lane, W.C. 25–36 Chancery Lane, W.C. 8 Serle St., W.C. Law Society, Bell Yard, W.C. Furnival Press, Furnival St., E.C. Horace Cox, Bream's Bldgs., E.C. 1 New Court, Carey St., W.C. Wyman & Sons, Fetter Lane, E.C. 39 Eldon St., Edinburgh E. C. Green, Publisher, Edinburgh 46 Cannon St., E.C. 27 Chancery Lane, W.C.

139 Moor Št., Birmingham 81 Farringdon St., E.C.

27 Russell Sq., W.C. 127 Fleet St., E.C. 82 Mitchell St., Glasgow

63 Lincoln's Inn Fields, W.C. Bream's Bldgs., Chancery Lane, E.C. 39 Old Queen St., Storey's Gate, E.C. Warwick Square, E.C. 4 Stationer's Hall Ct., E.C. 12 Warwick Lane, E.C. 4 Stationer's Hall Ct., E.C. Ancient House, Ipswich Funk & Wagnalls, Salisbury Sq., 17 Johnson's Ct., Fleet St., E.C. 35 Surrey St., W.C.

13 Fleet St., E.C.

12 Warwick Lane, E.C.

14 Henrietta St., Covent Garden,

Bream's Bldgs., Chancery Lane, E.C. 167 Strand, W.C.

19 Adam St., Adelphi, W.C.

Bank Bldgs., Kingsway, W.C. 10 King St., Covent Garden, W.C.

11 Wellington St., W.C.

Address.

Thrush

11 Henrietta St., Covent Garden,

T. P.'s Weekly

5 Tavistock St., Covent Garden, W.C.

Local Government—

County and City of London Bush Lane Chambers, Cannon St., Observer

County and Municipal

Record

Local Government Chronicle

Local Government Journal 27a Farringdon St., E.C. Local Government Officer 36–38 Whitefriars St., E.C.

Local Government Review London County Council Gazette

Municipal Journal

Poor Law Officers' Journal Machinery (see also Engineering and Mechanics)-American Machinist British Machinery Gazette Implement and Machinery

Review Journal of Domestic Appli-

Machinery Market Machinery User

Mechanical World

Mechanical Engineer

Magazines (see also Diocesan, Literary, Reviews, Scientific)— All Story Magazine Art Journal Atlantic Monthly Badminton Magazine Baily's Magazine Blackwood's Magazine Boys' Own Paper Boys' and Girls' Magazine

Cassell's Magazine C. B. Fry's Magazine

Chambers' Journal

34–36 North Frederick St., Glasgow

Knight's Official Advertiser 227-239 Tooley Street, S.E.

36–38 Whitefriars St., E.C. Effingham House, Arundel St., W.C. 2-4 Great Smith St., S.W.

12 Salisbury Sq., E.C. 18-19 Whitefriars St., E.C.

6 Bouverie St., E.C. Lord St. Works, Leeds 28 Budge Row, E.C.

27 Chancery Lane, W.C.

146a Queen Victoria St., E.C. Norfolk House, Laurence Poulteney Hill, E.C. Scientific Publishing Co., Salford,

Manchester

Phillips' Machinery Register C. D. Phillips, Publisher, Newport, Mon.

> 125 Fleet St., E.C. 7 City Garden Row, N. 10 Orange St., W.C.

8 Henrietta St., Strand, W.C. 8 Bream's Bldgs., E.C.

45 George St., Edinburgh 4 Bouverie St., E.C. 73 Bothwell St., Glasgow

La Belle Sauvage, Ludgate Hill, E.C. Effingham House, Arundel St., W.C. Century Illustrated Monthly Hodder & Stoughton, Warwick St., E.C.

W. & R. Chambers, Ltd., Edinburgh

Address.

Contemporary Review Temple House, E.C. Cornhill Magazine 15 Waterloo Place, Pall Mall, S.W. Dickensian 11 Henrietta St., W. 14 Red Lion Ct., E.C. Empire Magazine English Illustrated Magazine 358 Strand, W.C. Girls' Own\_Paper 4 Bouverie St., E.C. Grand Magazine of Fiction 3-13 Southampton St., Strand, W.C. 45 Albemarle St., W. Withy Grove, Manchester Harper's Magazine Hulton's Magazine 33 Henrietta St., Covent Garden, W.C. Lady's Realm 31 Essex St., Strand, W.C. 6 Essex St., Strand, W.C. Lady's World 4 Bouverie St., E.C. Leisure Hour Lewis' Magazine Church St., Liverpool London Magazine 25 Bouverie St., E.C. Monthly Magazine 23-24 Henrietta St., W.C.

Nash's Magazine 36 King St., Covent Garden, W.C. One Story Magazine Pearson's Magazine 24 Henrietta St., W.C. 17 Henrietta St., W.C.

Quiver La Belle Sauvage, Ludgate Hill, E.C.

17 Henrietta St., W.C. Royal Magazine Scribner's Magazine Temple House, Temple Ave., E.C. Smart Set Talbot House, Arundel St., W.C.

Story-Teller La Belle Sauvage, Ludgate Hill,E.C. 3-13 Southampton St., Strand, W.C. Strand Magazine

4 Bouverie St., E.C. Sunday at Home

T. P.'s Magazine 5 Tavistock St., Strand, W.C. The Tramp 11 Adam St., Strand, W.C.

Wide World Magazine 3–13 Southampton St., Strand, W.C. Windsor Magazine Warwick House, Salisbury Sq., E.C. Woman at Home 3–13 Southampton St., Strand, W.C. World's Work and Play 20-21 Bedford St., Strand, W.C.

Mechanics (see also Engineering and Machinery)-

English Mechanic 1 Arundel St., Strand, W.C. Mechanical World Emmott & Co., Ltd., Publishers,

Salford, Manchester

Work La Belle Sauvage, Ludgate Hill, E.C. Medical Science and Surgery-

Annals of Surgery La Belle Sauvage, Ludgate Hill, E.C. Birmingham Medical Review 148-149 Great Charles St., B'ham

British Health Review 21 Paternoster Sq., E.C. British Medical Journal 429 Strand, W.C.

British Journal of Children's 23 Bartholomew Close, E.C.

Diseases British Journal of Derma- 136 Gower St., E.C. tology

British Journal of Nursing Bulletin of Pharmacy Clinical Journal

Dental Surgeon Doctor

Dublin Journal of Medical Science

Family Doctor First Aid

General Practitioner

Homeopathic World

Hospital Journal of Laryngology

Journal of Obstetrics

Lancet

Laryngoscope

Manchester Medical Students' Gazette

Medical Adviser Medical Chronicle

Medical Magazine

Medical Officer Medical Press and Circular

Gazette

Midland Medical Journal

Nursing Mirror Nursing Notes Nursing Times Ophthalmic Review

Ophthalmoscope Polyclinic Practitioner Public Health

South African Medical Record

Therapeutic Gazette Methodist (see Religious)

— Military Service—

Army and Explosives Army and Navy Chronicle Address.

11 Adam St., Strand, W.C. 19-20 Great Pulteney St., W.

23 Bartholomew Close, E.C.

8 Henrietta St., Covent Garden, W.C. 358 Strand, W.C.

41 Grafton St., Dublin

Edinburgh Medical Journal 2 St. Giles St., Edinburgh

358 Strand, W.C.

44-46 Cannon St., E.C. 44 Bedford Row, W.C.

12 Warwick Lane, E.C.

28 Southampton St., Strand, W.C.

23 Bartholomew Close, E.C.

33 Soho Sq., E.C.

Journal of Tropical Medicine 83-91 Great Titchfield St., W.

423 Strand, W.C.

8 Henrietta St., Covent Garden,

Sherratt & Hughes, St. Anne's St.,

Manchester 118 Fleet St., E.C.

Sherratt & Hughes, St. Ann's St.,

Manchester

44 Bedford Row, W.C.

36–38 Whitefriars St., E.C. 8 Henrietta St., W.C.

Medical Times and Hospital Basing House, Basinghall St., E.C.

128 Edmund St., Birmingham

28 Southampton St., Strand, W.C. 12 Buckingham St., Strand, W.C.

Macmillan & Co., St. Martin's, E.C. Sherratt & Hughes, St. Ann's St.,

Manchester

24–27 Thayer St., W. 83–91 Great Titchfield St., W.

2 Howard St., Strand, W.C.

Upper Montagu St., Russell Sq., W.C. 8 Henrietta St., London, W.C.

19-20 Great Pulteney St., W.

Effingham House, Arundel St., W. 121 Cannon St., E.C.

Army and Navy Gazette Army List Monthly Broad Arrow Forward

Irish Military Guide

Journal of the Royal Army Medical Corps Journal of the Royal United Granville House, Arundel St., E.C. Service Institute Monthly Chatham Official Directory Military Mail Regiment Royal Engineers' Journal

Territorial Service Gazette

Mineral Water Trade-British and Colonial Mineral W. Tooke, Cals St., Leeds Water Trade Journal United Kingdom Mineral Water Trade Review Mineralogy (see Mining). Mining-Anglo-American and Mexi-

can Mining Guide Birmingham Engineering and Mining Journal Colliery Guardian Mining Engineering Mining Journal Mining Magazine

Mining News Mining World and Engineer- 234–236 Gresham House, E.C. ing Record Page's Weekly

Wall & Sons, Publishers, Wigan Science and Art of Mining Missions (see also Religious)— All the World

China's Millions Church and People Church Intelligencer Church Missionary Gleaner Church Missionary Review

#### Address.

22 Essex Street, Strand, W.C. Wyman & Sons, Fetter Lane, E.C. Temple House, Temple Ave., E.C. Strain & Sons, Gt. Victoria St., Belfast. 12 D'Olier St., Dublin

83-89 Great Titchfield St., E.C.

51 High St., Old Brompton, Chatham 2 Amen Corner, E.C. 7–15 Rosebery Ave., E.C. R. E. Institute, Chatham 99 Shoe Lane, E.C. 43-44 Temple Chambers, E.C.

165 Queen Victoria St., E.C.

37 New Street, Birmingham

48 London Wall, E.C.

30-31 Furnival St., Holborn, W.C. 51 Old Bailey, E.C.

46 Queen Victoria Street, E.C. 819 Salisbury House, London Wall, E.C.

37 Wallbrook, E.C.

22 Henrietta St., Covent Garden, W.C.

Salvation Army, Judd St., King's Cross, W.C.

12 Paternoster Bldgs., E.C. C.P.A.S., 11 Ludgate Sq., E.C. 13-14 Buckingham St., W.C. C.M.S., Salisbury Sq., E.C. ,,

Foreign Field Friendly Leaves

Girls' Friendly Society's

Journal

Gospel Messenger Greater Britain Messenger

Home Mission Field Illustrated Missionary News

King's Messengers London City Mission

Magazine

Mercy and Truth Mission Field

Missionary Echo Missionary Herald

Missionary Leaves

Missionary Record of the United Free Church of Scotland

Missionary Review of the World

Monthly Record of the Protestant Evangelical Missions

Moravian Missionary News *Motor Trade*—

Auto, The

Autocar

Automobile Engineer Automobile and Carriage

Builders' Journal

Automobile Owner Bicycling News and Motor

Review Car Illustrated

Chauffeur and Garage Gazette

Commercial Motor

Cooper's Vehicle Journal Motor, The

Motor Accessories Gazette

Motor Boat

Motor Car Journal Motor Car Manufacturers'

Art Journal

Address.

52 Long Acre, W.C.

3–4 Paternoster Bldgs., E.C.

3–4 Paternoster Bldgs., E.C.

20 Paternoster Sq., E.C.

C.C.S., 9 Sergeant's Inn, Fleet St., E.C.

14 Great Smith St., S.W.

47 Paternoster Row, E.C.

York House, Portugal St., E.C.

Bridewell Pl., E.C.

C.M.S., Salisbury Sq., E.C. York House, Portugal St., E.C. 12 Farringdon Ave., E.C.

21 Furnival St., Holborn, W.C. C.M.S., 20 Compton Ter., Islington,

N.

J. Cochrane, North Bank St., Edinburgh

Funk & Wagnalls, Salisbury Sq., E.C.

5 Racquet Ct., Fleet St., E.C.

32 Fetter Lane, E.C.

44 St. Martin's Lane, E.C.

20 Tudor St., E.C.

16 Eldon St., E.C.

67-69 Chancery Lane, W.C.

Lucifer House, Lionel St., Birmingham

168 Piccadilly, W.

20 Long Acre, W.C.

7–15 Rosebery Ave., E.C.

104 Long Acre, W.C. 7–15 Rosebery Ave., E.C.

190 Fleet St., E.C.

7-15 Rosebery Ave., E.C.

27–33 Charing Cross Rd., W.C.

104 Long Acre, W.C.

Motor Cycle Motor Cycling Motor News Motor Traction Motor Trader and Review, 19-21 Wilson St., E.C.

Motor World R. A. C. Journal Music---B.M.G.

Bandsman, Songster, etc.

Banjo World Boosey's Brass Band Jrnl. Boosey's Drum and Fife Journal

Boosey's March Journal Boosey's Military Journal Boosey's New Supplemental Journal

Boosey's Orchestral Journal British Bandsman

Choir, The Choralist Flute Players' Journal

L.A.M.

Liverpool Brass Band Jrnl. Music Music Student

Music Traders' Review

Musical Budget Musical Herald Musical Journal Musical News Musical Observer Musical Opinion Musical Salvationist Musical Standard Musical Times Musicians' Journal

Organist and Choirmaster Orpheus Journal Phonograph

School Music Review Sound Wave and Talking

Machine Record Strad, The

ADDRESS.

20 Tudor St., E.C. 7-15 Rosebery Ave., E.C. 34 Lower Abbey St., Dublin 20 Tudor St., E.C.

73 Dunlop St., Glasgow 166 Piccadilly, W.

15a Grafton St., W. J. B. Lawrie, Judd St., King's Cross, W.C. 3 Swallow St., Piccadilly, W.

295 Regent St., W.

,, ,,

210 Strand, W.C.

26 Paternoster Row, E.C. Boosey & Co., 295 Regent St., W.

23 Berners St., W. 22 Princes St., Cavendish Sq., W. 34 Erskine St., Liverpool

4–5 Gough St., E.C.

33 Soho Sq., W. 20 Paternoster Row, E.C.

24 Berners St., Oxford St., W. 29 Paternoster Row, E.C.

3 Wine Office Ct., Fleet St., E.C. 53 Pembridge Rd., W.

35 Shoe Lane, Fleet St., E.C.

Judd St., King's Cross, W.C. 83 Charing Cross Rd., W.C.

160 Wardour St., W.

5 Hardman St., Liverpool 60 Berners St., W.

15 Green St., Leicester Sq., W.C. 40 Osborne St., Whitechapel, E.

160 Wardour St., W.

2 Whitefield St., Finsbury, E.C.

186 Fleet St., E.C.

Talking Machine News Violin and String World Violin Budget

Wright and Rounds' Brass

Band News Wright and Rounds' Drum

and Fife Band Journal

Natural History (see also Agriculture, Entomology, Science,

Sporting)— Animal World Animals' Friend Animals' Guardian Annals of Natural History

Irish Naturalist

Nature

Zoologist

Zoophilist and Animals'

Defender

Naval Service (see also Military Service)— Fleet, The

Nautical Magazine

Navy, The Navy List

News Trade—

National Newsagent Newsagent and Booksellers' Exeter House, Strand, W.C.

Review Publishers' Circular Notes and Queries—

East Anglian Notes and Ancient House, Ipswich Queries

Notes and Queries Novelettes—

Answers' Library Christian Novels Dainty Novels Dramatic Novels Family Stories

Fanny Eden's Penny Stories Good Stories Library

Handy Stories Happy Hour Stories

Hartsease Library Home Stories

Horner's Pansy Library

Address.

1 Mitre Ct., Fleet St., E.C. 83 Charing Cross Rd., W.C.

20 Paternoster Row, E.C. 34 Erskine St., Liverpool

105 Jermyn St., W.

York House, Portugal St., W.C.

13 Regent St., W.

7a Red Lion Ct., Fleet St., E.C. Eason & Sons, Publishers, Dublin Macmillan & Co., Ltd., St. Martin's Street, W.C.

54 Hatton Garden, E.C. 92 Victoria St., S.W.

23 Berners St., W.

54 Darley St., Pollokshields, N.B.

13 Victoria St., S.W.

Wyman & Sons, Fetter Lane, E.C.

154–156 Fleet St., E.C.

19 Adam St., Adelphi, W.C.

Bream's Bldgs., Chancery Lane, E.C.

26-29 Bouverie St., E.C. 2–3 Hind Ct., Fleet St., E.C.

2 Plough Ct., Fetter Lane, E.C. 26–29 Bouverie St., E.C.

2 Plough Ct., Fetter Lane, E.C. 26–29 Bouverie St., E.C. 23-24 Henrietta St., Covent

Garden, W.C.

26-29 Bouverie St., E.C.

2 Plough Ct., Fetter Lane, E.C. 26-29 Bouverie St., E.C.

Horner's Pansy Stories Mayflower Novelette Penny Magazine Smart Novels Story Journal Tit-Bits Novels Weekly Taleteller

Yes or No Nursing— British Journal of Nursing Hospital

Matron, The Midwives' Record

Misericordia Nurses' Journal Nursing Mirror

Nursing Notes Nursing Times

#### Address.

26–29 Bouverie St., E.C. 2 Plough Ct., Fetter Lane, E.C. 26–29 Bouverie St., E.C. 2-3 Hind Ct., Fleet St., E.C. Mark Lane, Manchester 3–13 Southampton St., Strand, W.C. 2–3 Hind Ct., Fleet St., E.C.

11 Adam St., Strand, W.C. 28-29 Southampton St., Strand, W.C.

Craven House, Kingsway, W.C. 8 Henrietta St., Covent Garden, W.C.

26 Brooke St., Holborn, E.C. 23 Bartholomew Close, E.C. 28-29 Southampton St., Strand,

12 Buckingham St., Strand, W.C. Macmillan & Co., Ltd., St. Martin's, W.C.

Obstetrics (see Medical Science). Occultism.

Occult Review Oil and Colour Trades-Grocer and Oil Trades

Review Oil Trades Gazette Perfumery and Essential

Oil Record Petroleum Review Petroleum World Rubber and Oil Ophthalmology and Optics (see also Medical Science)— Ophthalmic Review Ophthalmoscope Optician

Paper Trade— British Empire Paper, etc., Journal

Paper Box and Bagmaker Paper Maker & C. Journal Papermakers' Journal Paper Making

Patents (see Invention). Pharmacy (see Chemists). 164 Aldersgate St., E.C.

Eastcheap Buildings, E.C.

8 Broadway, Ludgate Hill, E.C. 8 Serle St., Lincoln's Inn, W.C.

45 St. Mary Axe, E.C. 32 Great Helens, E.C.

12 Buckingham St., Strand, W.C.

33 Soho Sq., W. 24-27 Thayer St., W. 123–125 Fleet St., E.C.

57–59 Ludgate Hill, E.C.

47 Cannon St., E.C.

47 St. Mary Axe, E.C.

5 Ludgate Circus Buildings, E.C.

#### Address.

Philately (see Stamp Collecting).

Photography—

Amateur Photographer

British Journal of Photo-

graphy Camera, The Photo Miniatures Photo Notes

Photographic Dealer Photographic Monthly Photographic Scraps

Photography and Focus Process Engravers' Monthly 68-74 Carter Lane, E.C.

Professional Photographer

Royal Photographic Soci-

ety's Journal South African Photographer 54 Queen Elizabeth St., S.E.

Phrenology—

Phrenological Journal and Magazine

Phrenologist

Physical Culture— Health

Health and Strength Health Messenger Macfadden's Physical De-

velopment Health and Vim

Health Record Vitality

Pigeons (see Poultry). Police-

Constabulary Gazette Illustrated Police News

Police Gazette Police Review

Conservative and Unionist

Conservative Clubs Gazette Ealing Conservative and Unionist

Empire Illustrated Liberal Magazine Liberal Monthly

52 Long Acre, W.C.

24 Wellington St., Strand, W.C.

9–15 Oxford St., W.C. 68-74 Carter Lane, E.C.

12 New Union St., Moorfields, E.C. 15 Harp Alley, Farringdon St., E.C.

68-74 Carter Lane, E.C. Ilford, Ltd., Ilford, E. 20 Tudor St., E.C.

Kodak, Ltd., 57 Clerkenwell Rd., E.C.

35 Russell Sq., W.C.

7 Imperial Arcade, Ludgate Circus,

63 Chancery Lane, E.C.

358 Strand, W.C.

12 Burleigh St., Strand, W.C.

11 Ludgate Hill, E.C. Orchard Leigh, Chesham

73 Queen Victoria St., E.C. 34 Bloomsbury Sq., W.C.

22 Budge Row, Cannon St., E.C.

13 Fleet St., E.C.

Merton House, St. Bride's Ave.,

Fleet St., E.C.

New Scotland Yard, S.W. 69 Great Queen St., W.C.

Politics (see also Socialist and Suffragettes)—

Stephen's Chambers, West-St. minster, S.W.

213 Uxbridge Rd., West Ealing

132 Fleet St., E.C.

42 Parliament St., S.W.

Liberal Opinion

Liberator Link, The Llais Llafur

London Municipal Notes Monthly Notes on Tariff

Reform

Municipal Reformer

New Age

Picture Politics

Primrose League Gazette

Companion Young Liberal

Young Tribune Pottery Trade—

British Clayworker's Trade 43 Essex St., Strand, W.C. Journal

Pottery Gazette Poultry and Pigeons (see also Domestic Pets)-

Feathered Life Feathered World Homing Pigeon

Pigeons Illustrated

Poultry

Poultry World Smallholder Presbyterian (see Religious).

Printing Trade-British and Colonial Printer 58 Shoe Lane, E.C.

British Printer Caxton Magazine Irish Printer Master Printer Modern Lithographer Printers' Engineer Printers' Register

Printing and Allied Trades

Printing World

Address.

40 Devonshire Chambers, Bishopsgate, E.C.

Caxton House, Westminster, S.W. 37a Clerkenwell Green, E.C.

Ystalyfera, Swansea 11 Toothill St., S.W. 7 Victoria St., S.W.

46 Carter Lane, E.C.

12-14 Red Lion Ct., Fleet St., E.C. F. C. Gould (Westminster Gazette), Salisbury Sq., E.C.

64 Victoria St., S.W.

Ross' Parliamentary Record 11 Burleigh St., Strand, W.C. Vacher's Parliamentary Great Smith St., Westminster, S.W.

447 Strand, W.C.

12 Dynevor Pl., Swansea

Brick and Pottery Trades 37-38 Shoe Lane, E.C.

8 Broadway, Ludgate Hill, E.C.

5 Fetter Lane, E.C. 9 Arundel St., Strand, W.C.

7 The Crescent, Birmingham Pigeons Illustrated Office, Idle, Bradford, Yorks.

12 Mitre Ct. Chambers, Fleet St., E.C.

154 Fleet St., E.C.

17 Henrietta St., Strand, W.C.

R. Lawrence & Co., Ltd., Leicester 119-125 Finsbury Pavement, E.C. 23 Bachelor's Walk, Dublin 87-89 Edmund St., Birmingham 125 Finsbury Pavement, E.C. 30 Norfolk Št., Strand, W.C. 13 Johnson's Ct., Fleet St., E.C.

47 Cannon St., E.C.

G. W. Jones, Craven House, Kingsway, W.C.

Address.

Process Engravers' Monthly 68-74 Carter Lane, E.C. Process Work and Elec- 109 Farringdon Rd., E.C. trotyping

Scottish Typographical Jrnl. 2 Haddington Pl., Edinburgh Typographical Circular Caxton House, Salford, Manchester Public Health (see Sanitary).

Racing (see Sporting).

Railway Service, Guides, Journals and Magazines-Bradshaw's A.B.C. Guides Bradshaw House, Surrey St., Strand, W.C.

Bradshaw's Continental. Railway Guide Bradshaw's General Rail-

way and Steam Navigation Guide

Great Central Railway's **Journal** 

Great Eastern Magazine Great Western Magazine Indian Railway Gazette Light Railway and Tram-

way Journal Locomotive Engineers' Journal

Locomotive Magazine North Eastern Railway Jrnl.

Railway and Shipping Contractor

Railway and Shipping Jrnl.

Railway Clerk Railway Club Journal

Railway Magazine Railway News

Railway Official Gazette

Railway Review Tramway and Railway World

Transit Baptist—

Baptist Baptist Monthly

Central Station, Leicester

G.E.R. Liverpool St. Station, E.C. G.W.R., Paddington Statn., London 3 Amen Corner, E.C. 16 Eldon St., E.C.

8 Park Sq., Leeds

3 Amen Corner, E.C.

48 Gray's Inn Rd., W.C.

6 Newcastle St., Farringdon St., E.C. Railway and Travel Monthly 35 Bream's Bldgs., Fetter Lane, E.C.

357 Gray's Inn Rd., W.C.

Railway Club, Bedford Rd., South Woodford

30 Fetter Lane, E.C.

91 Temple Chmbrs., Temple Ave.,

McCorquodale & Co., Cardington St., N.W.

312 Gray's Inn Rd., W.C.

Amberley House, Norfolk St., W.C.

10a Bishop Lane, Hull Religious Papers (see also Diocesan, Jewish and Missions).

> 29 Ludgate Hill, E.C. 29 Ludgate Hill, E.C.

Baptist Teacher Scottish Baptist Magazine 164 Howard St., Glasgow Catholic-

Catholic Book Notes

Catholic Fireside Catholic Herald Series Catholic Home Journal Catholic Times Child of Mary

English Catholic Standard

Illustrated Catholic Missns. Irish Catholic Irish Rosary Messenger of the Sacred Heart Monitor and New Era Month

Rosary Stella Maris

Tablet Teeside Catholic News Christadelphian— Christadelphian

Church-Church Army Gazette

Church Family Newspaper Church Friendly

Church Gazette

Church Intelligencer Church Magazine Churchman Churchman's Magazine Church Messenger Church Missionary Gleaner Church Missionary Review Church Missionary Society's Gazette Church Monthly

Address.

4 Southampton St., Strand, W.C.

C.T.S., 69 Southwark Bridge Rd., S.E.

8 Bouverie St., E.C. 57 Fleet St., E.C. 57 Fleet St., E.C. 8 Bouverie St., E.C. 1-4 Paternoster Row, E.C.

T. H. O. Hicks, Lesware, West Green, N.

19 Henrietta St., W.C. 90 Middle Abbey St., Dublin St. Saviour's Priory, Dublin Manresa Press, Roehampton, London, S.W.

57 Fleet St., E.C. Manresa Press, Roehampton, London, S.W.

36 Castle St., Hinckley, Leicester "Messenger" Office, Wimbledon, S.W.

19 Henrietta St., W.C. 1 Zetland Road, Middlesbrough

C. C. Walker, 21 Hendon Rd., Sparkhill, Birmingham

C. S. Headquarters, Bryanston Sq.,

17-21 Tavistock St., W.C. C.E.T.B.S. Church House, Westminster, S.W.

N.C.L. Grosvenor Mansions, 82 Victoria St., W.

13-14 Buckingham St., W.C. 2 Wine Office Ct., Fleet St., E.C. 62 Paternoster Row, E.C.

7 Paternoster Row, E.C. W. G. Evans, Pool St., Carnarvon C.M.S., Salisbury Sq., E.C.

F. Sherlock, Ltd., Caxton House, Westminster, S.W.

Address.

Church of England Endeavourer Church Times Churchwarden Cyfaill Eglwysig English Church Review English Churchman Expositor

Free Church Chronicle

Free Churchman Free Church of England Magazine Free Church Witness

Irish Church News Manx Church Magazine

National Church

North Wiltshire Church Magazine zine Advertiser

Congregational— British Congregationalist

Irish Congregational Magazine

Leith E.U. Congregational Church Scottish Congregationalist

Evangelist-British Evangelist

Church Evangelist Evangelical Christendom

Evangelist Monthly Record of Protestant Evangelical Missn. Friends, Society of—

Friend, The Methodist-

dist Magazine

Derby and Dist. Methodist 38 Friargate, Derby 9-(1713)

62 Paternoster Row, E.C.

7 Portugal St., E.C. 15 Basinghall St., E.C. 36-37 King St., Carmarthen 39 Paternoster Row, E.C.

74 Strand, W.C.

Hodder & Stoughton, Warwick Sq.,

N.F.C.C., Memorial Hall, Farringdon St., E.C.

100 Upper Richmond Rd., Putney

A. T. Shippey, Head Gate, Colchester

36 Fountain St., Belfast

Brown Bros, Publishers, Douglas,

Church House, Dean's Yard, Westminster, S.W.

4 John St., Devizes

Peterborough Church Maga- D. H. Stott, Cross St., Peterborough

13 Memorial Hall, Farringdon St., E.C.

133 Royal Ave., Belfast

R. A. Spavin, 20 Ferry Road, Edinburgh 106 West George St., Glasgow

47 Paternoster Row, E.C.

29 King St., Covent Garden, W.C. The E.A., 7 Adam St., Strand, W.C.

73 Bothwell St., Glasgow

5 Racquet Ct., Fleet St., E.C.

140 Bishopsgate St., E.C.

Aldersgate Primitive Metho- 189 Holborn Hall, Gray's Inn Rd., E.C.

Name.	Address.
Independent Methodist	73 Brownlow Rd., Horwich, Lan-
Magazine	cashire
Irish Methodist Church Record	110 St. Stephen's Green, Dublin
Manx Wesleyan Methodist	Clueas & Farger, Publishers,
Record Joyful News	Douglas, I.O.M. 118 Newgate St., E.C.
Methodist Evangelist	4 Harwood St., S.W.
Methodist Recorder	161 Fleet St., E.C.
Methodist Times	125 Fleet St., E.C.
Primitive Methodist Leader	73 Farringdon St., E.C.
Primitive Methodist Mis-	Holborn Hall, Gray's Inn Rd., W.C.
sionary Herald	,,,
United Methodist	12 Farringdon Ave., E.C.
United Methodist Magazine Wesleyan Methodist Church	94 95 City Pood F.C
Record	24-33 City Road, E.C.
Wesleyan Methodist Mag.	
Weslevan Methodist Sunday	2-3 Ludgate Circus Buildings, E.C.
School Magazine	2 o Dadgato Group Danaings, Dior
Moravian—	
Moravian Messenger	32 Fetter Lane, E.C.
Moravian Missions	,, ,, ,,
Presbyterian—	,, ,, ,,
Irish Presbyterian	170 North St., Belfast
Messenger of the Presby-	P.C.E., 21 Warwick Lane, E.C.
terian Church	
Presbyterian	3-5 Crown Ct., Old Broad St., E.C.
Presbyterian Messenger	21 Warwick Lane, E.C.
Reformer Presbyterian	24 Douglas St., Glasgow
Witness	
Spiritualism—	110 Ct. M. Hills Tama XX C
Light	110 St. Martin's Lane, W.C.
Two Worlds	18 Corporation St., Manchester
Swedenborgian— Morning Light	Jas. Spiers, 1 Bloomsbury St., W.C.
Morning Light New Church Magazine	•
New Church Young People's	18 Corporation St., Manchester
Magazine	To corporation but, manufactor
Miscellaneous—	
Across the Seas	73 Bothwell St., Glasgow
Advance	54 Cleveland St., W.
African Tidings	9 Dartmouth St., S.W.
Albion Church Messenger	130 Stamford St., Ashton-under-
	Trung

Lyne 65 Westow Hill, S.E.

Annals of the Propagation of the Faith

Appeal Association News At Home and Abroad Awake

Banner of Faith Banner of Hope

News

Believers' Magazine Believers' Pathway Bell News

Bible in the World

Bible Society's Gleanings Bible Students' Helper

Bible Treasury Bright Words British Friend British Israel Ecclesia

# British Messenger

British Weekly Bulwark Channels of Blessing Chart and Compass Cheering Words Children's Paper Children's Pearl Choir, The Christian Christian Age Christian Commonwealth Christian Globe Christian Herald Christian Herald Penny Stories Christian Life Christian Words Christian World

Christian World Pulpit

#### Address.

62 Paternoster Row, E.C. 346 Strand, W.C. 17 Bishopsgate St. Within, E.C. C.M. House, Salisbury Sq.

85 Fleet St., E.C. Tyne & Co., Ltd., Edgeley Works, Stockport Barnsley Church and School J. Vero, Ltd., Market Sq., Barnsley

> John Ritchie, Sturrock St., Kilmarnock

> 11 Bothwell St., Glasgow Simpkin Marshall, 23 Paternoster

> Row, E.C. B. & F.B.S., 146 Queen Victoria St., E.C.

> Ritchie, Sturrock St., Kilmarnock 53 Paternoster Row, E.C.

> C.L.C., 47 Paternoster Row, E.C. E. Grubb, 3 George St., Croydon W. T. Wiseman, 10 Knollys Rd., Streatham, W.

> Drummond's Tract Depôt, Stirling, N.B.

Warwick Sq., E.C. 227 West George St., Glasgow 80 Trinity St., Margate 680 Commercial Rd., E. 5 Racquet Ct., Fleet St., E.C. Children's Gospel Magazine 13 Paternoster Row, E.C. 35 Paternoster Row, E.C. Caxton Hall, Lampeter 23-35 City Rd., E.C. 12 Paternoster Buildings, E.C. Temple House, Tallis St., E.C. 133 Šalisbury Sq., E.C.

Christian Endeavour Times S.S.U., 57-59 Ludgate Hill, E.C. 185 Fleet St., E.C.

6 Tudor St., E.C.

5 Fetter Lane, E.C. 25 Change Alley, Sheffield 13-14 Fleet St., E.C. 199 Strand, W.C.

Church of Ireland Gazette

Darkness and Light Dawn of Day

Day of Days Defender Dysgedydd, Y. Earthen Vessel Ecclesiastical Review Echoes of Service Eleventh Hour Faith, The Faith Links Foreign Field Forward

Free Sunday Advocate Friendly Companion

Friendly Greetings Friendly Leaves Friendly Visitor Glasgow Star and Examiner Good News

Good Seed Good Tidings Gospel Banner Gospel Echo Gospel Gleanings Gospel Messenger Gospel Standard

Gospel Stories Gospel Trumpet

Guardian Guide Guild Guild Gazette Guildsman Harvest

Harvest Field Haul Herald of Salvation

#### Address.

Church of Ireland Publishing Co., Dublin

51 Old Bailey, E.C.

S.P.C.K., Northumberland Ave., E.C.

11 Ludgate Sq., E.C.

517 Katherine Rd., Forest Gate, E. Hughes Bros., Merrick St., Dolgelly 5 Racquet Ct., Fleet St., E.C.

1-4 Paternoster Row, E.C. 13-14 Paternoster Row, E.C.

5a Paternoster Row, E.C. C. E. Brooks, Malvern Link

9 Paternoster Row, E.C. 52 Long Acre, W.C.

W. Strain & Sons, Gt. Victoria St., Belfast

34 Red Lion Sq., Holborn, W.C.
30 Imperial Bldgs., Ludgate Circus, E.C.

R.T.S., 4 Bouverie St., E.C. 3-4 Paternoster Bldgs., E.C. 9 Paternoster Row, E.C.

Glasgow Star and Examiner 18a Little Hamilton St., Glasgow Good News Drummond's Tract Depôt, Stirling, N B

> 73 Bothwell St., Glasgow 73 Farringdon St., E.C.

4 Ave Maria Lane, E.C. 28 Hemstal Rd., Hampstead, N.W.

53 Paternoster Row, E.C. 20 Paternoster Row, E.C.

30 Imperial Bldgs., Ludgate Circus, E.C.

20 Paternoster Row, E.C.

Drummond's Tract Depôt, Stirling, N.B.

29 King St., Covent Garden, E.C. Y.M.C.A., 70 Bothwell St., Glasgow

38 Cardigan Rd., Leeds

20 Sir Thomas St., Liverpool 34 Great Castle St., W.

Rev. James Corrigan, Bishop's House, Salford

39 City Road, E.C. Caxton Hall, Lampeter 11 Bothwell St., Glasgow

Home Friend Home Words Homiletic Monthly Homiletic Review

Hope India's Women Inquirer Irish Ecclesiastical Record Irish Protestant Joyful News Kingdom, The

Life of Faith Living Waters Llusern, Y. Local Preachers' Magazine Message from God

Messenger Mission Field Morning Rays National Church

Notes on Scripture Lessons Old Paths Onward and Upward Mag- 105 King St., Aberdeen

## Our Outlook

Our Work at Home and Abroad Parish Magazine

Pearl of Days Pilot

Preachers' Magazine Proceedings of the Society of Biblical Archæology Prophetic News Protestant Alliance Protestant Chronicle Protestant Observer

#### Address.

138 Princes St., Glasgow 11 Ludgate Square, E.C. 1–4 Paternoster Row, E.C. Funk & Wagnalls, Salisbury Sq., E.C. 25–35 City Road, E.C. 27 Chancery Lane, E.C. 3 Essex St., Strand, W.C. 24-28 Nassau St., Dublin 7 Little Strand St., Dublin 118 Newgate St., E.C. F. Sherlock, Ltd., Caxton House, Westminster, W. 47 Paternoster Row, E.C. Liverpool Y.M.C.A. Journal Y.M.C.A., Mount Pleasant, Liv'pool 118-119 Newgate St., E.C. Welsh Publishing Co., Carnarvon 125 Fleet St., E.C. T. Weston, 53 Paternoster Row, E.C. Darien Press, Edinburgh York House, Portugal St., E.C. 72 Hanover St., Edinburgh Church House, Dean's Yard, Westminster, S.W.

S.S.U., 56 Ludgate Hill, E.C. 56 Alexander Rd., Birmingham

Original Secession Magazine A. P. Matthew, Edengrove, Moinfeith, N.B. Y.M.C.A., 26 George St., Hanover Sq., W. C.E.S., 28 Paternoster Row, E.C.

> The Church Press, 2 Wine Office Ct., Fleet St., E.C. 9 Paternoster Row, E.C. R. G. Tyson, 91 Eastgate, Louth Lincs. 25-35 City Rd., E.C. 37 Gt. Russell St., W.C.

> 6 Tudor St., E.C. 430 Strand, W.C. 13 Buckingham St., Strand, W.C. 47 Paternoster Row, E.C.

Protestant Pioneer Protestant Standard Protestant Woman Record Regions Beyond Round the Churches Round the World Scattered Seed and Good News Scottish Chronicle Scottish Standard Bearer

Sign, The Simple Testimony South American Missionary 20 John St., Bedford Row, W.C. Magazine

Sentry, The

Sower

Springtime Sunday at Home Sunday Circle Sunday Companion Sunday School Chronicle Sunday School Times Sunday Stories Teacher and Preacher

Tongues of Fire Vanguard and Crusader

## War Cry

Witness Words of Salvation Words of Truth Y Drysorfa i'r Plant Y Goleuad Y Greal

# Y Llann

Y.M.C.A. Beehive Yr Athrau

Young Protestants Zenana, The Zion's Witness

## Address.

95 King's Cross Rd., W.C. 68 Low Hill, Liverpool 47 Paternoster Row, E.C. 2 Red Lion Ct., Fleet St., E.C. 83 Bow Rd., Bow, E. J. Stan, 16 Wallgate, Wigan C.M.S., Salisbury Sq., E.C. 12 Paternoster Row, E.C.

111–113 High St., Dumfries St. Giles' Printing Co., Edinburgh A.G.O., Church House, Westminster, S.W.

28 Margaret St., W. 12 Paternoster Row, E.C.

4 Ave Maria Lane, E.C. Holborn Hall, Gray's Inn Rd., W.C. R.T.S., 4 Bouverie St., E.C. 26–29 Bouverie St., E.C.

199 Strand, W.C. 13-14 Fleet St., E.C. 26-29 Bouverie St., E.C. Holborn House, Gray's Inn Rd., W.C.

9 Paternoster Row, E.C. 34 Memorial Hill, Farringdon St., E.C.

J. B. Lawrie, Judd St., King's Cross, W.C.

73 Bothwell St., Glasgow 20 Paternoster Sq., E.C. 13 Paternoster Row, E.C. Welsh Book Agency, Carnarvon

R. W. Evans, Publisher, Dolgelly W. Williams, 3. Regent St., Llangollen

Welsh Church Press, Caxton Hall, Lampeter

E. Herald, 56 Peter St., Manchester W. Williams, 3 Regent St., Llangollen

47 Paternoster Row, E.C. King's Chambers, Portugal St., E.C. 5 Racquet Ct., Fleet St., E.C.

#### Address.

Reviews-Blackwood's Magazine Contemporary Review Cosmopolitan

English Review Fortnightly Review National Review New Ireland Review

Nineteenth Century Review 5 New St. Sq., E.C. Review of Reviews Bank Bldgs., Kingsway, W.C. Westminster Review 51 Old Bailey, E.C.

Roman Catholic (see Religious).

45 George St., Edinburgh Temple House, E.C. 5 Bream's Bldgs., Chancery Lane,

E.C. 11 Henrietta St., Strand, W.C.

23 Ryder St., St. James', S.W. 94 Middle Abbey St., Dublin

Romance and Light Reading (see Bits and Selections, also Novelettes). Saddlers-

358 Strand, W.C.

Saddlery and Harness

Kirby & Sons, Newport St., Walsall, Staffs. Sanitary and Public Health-Stanborough Park, Walford

Good Health Health Journal of the Royal Sanitary Institute

Practitioner Public Health

Sanitary Journal Sanitary Officer Sanitary Record

Scientific (see also under various Sciences)—Academy, The 63 Lincoln's Inn F

and Art Athenæum

English Mechanic and World of Science Knowledge and Scientific

News Man Naturalist

Nature

Scientific Monthly Scientific Roll

72 Margaret St., W. 2 Howard St., Strand, W.C. 1 Upper Montague St., Russell Sq.,

13 Victoria St., Westminster, S.W. 36-38 Whitefriars St., E.C. 5 Fetter Lane, E.C.

63 Lincoln's Inn Fields, W.C. American Journal of Science 43 Gerrard St., W.

> Bream's Bldgs., Chancery Lane, W.C. 1 Arundel St., Strand, W.C.

42 Bloomsbury Sq., W.C.

R.A.I., 50 Great Russell St., W.C. Brown & Sons, Farringdon Ave.,

Macmillan & Co., St. Martin's St.,

81 Chancery Lane, W.C. P. L. Sharland, 38 Churchfield St., Acton, W.

#### Address.

Shipping (see also Commercial)— Cardiff Shipping Gazette Duncan & Sons, Publishers, Cardiff Clyde Bill of Entry 28 Buchan St., Glasgow Coal Merchant and Shipper 165 Strand, W.C. Customs (Dublin) Bill of 12 Eden Quay, Dublin Entry Daily Freight Register 11 Tokenhouse Yard, E.C. 34 Leadenhall St., E.C. Fairplay Handy Shipping Guide

Hartlepool Shipping List Leith Burgh's Pilot Leith Commercial List

Liverpool Weekly Loading

Lloyd's Weekly Shipping Index Mariner

Mercantile Insurance Gazette Mercantile Test Ocean Traveller

Shipchandler, The Shipping and Mercantile Gazette

Shipping Gazette Shipping World

Steamship Sunderland Daily Shipping News

Sunderland Daily Echo Syren and Shipping Tees Shipping List

Transit Scouts-

Boy Scouts Headquarters Gazette Scout, The

133 Cannon St., E.C. A. Salton, Publisher, West Hartlepool

23 Lawrie St., Leith Mackenzie & Storrie, Publishers, Leith

7 Rumford St., Liverpool

5 New St. Sq., E.C.

Effingham House, 1 Arundel St., Strand, W.C. 2 Hill St., Belfast

42 Gresham St., E.C. 91-93 Leadenhall St., E.C. 55 Spencer St., Clerkenwell, E.C. 5 New St. Sq., E.C.

Effingham House, Arundel Strand, W.C. 2 Custom House Chambers, Leith Sunderland

93 Leadenhall St., E.C. Jordison & Co., Publishers, Middlesbrough 10a Bishop Lane, Hull

J. Brown & Sons, Publishers, Glasgow C. A. Pearson, Ltd., Henrietta St., W.C.

Shorthand and Typewriting-Oxford Shorthand Chronicle Oxford Shorthand Co., Dover Phonographer 1 Amen Corner, E.C. Phonographic Monthly The Phono Co., Elgin

Address.

Pitman's Journal Pitman's Shorthand Weekly Script Phonographic Jrnl. Shorthand Budget

Shorthand Gazette Society—

Black and White

BladudBrighton and Hove Society

Bystander Chatter

Cheltenham Looker-On

Clifton Society

Court Journal Edgbastonia Gentleman's Journal

Gentlewoman Graphic

Hearth and Home Illustrated London News Irish Society and Social

Review Ladies' Field Lady Lady's Pictorial Lady's World Looking Glass

M.A.P. Madame Mayfair

Modern Man Modern Society Nomad's Weekly

Onlooker Outlook Pelican Queen Sketch

Smart Society

Sphere Tatler

Throne and Country

Truth Vanity Fair

West, The

1 Amen Corner, E.C.

61-62 Chancery Lane, E.C. 1 Amen Corner, E.C.

63 King St., E.C.

J. B. Keene & Co., Publishers, Bath 34 Ship St., Brighton

Tallis St., E.C.

39 New Bridge St., E.C.

2 Montpelier Walk, Cheltenham J. B. Keene & Co., Publishers Bristol

34–35 Norfolk St., Strand, W.C. 15 Livery St., Birmingham 25 Shaftesbury Ave., W. 70–77 Long Acre, W.C.

Tallis St., E.C.

10-11 Fetter Lane, E.C. 195 Strand, W.C.

12 D'Oller St., Dublin

3-13 Southampton St., W.C. 39–40 Bedford St., W.C.

172 Strand, W.C. 6 Essex Street, Strand, W.C.

149 Fleet St., E.C. 19 Henrietta St., W.C. 20-21 Essex St., W.C. 9-15 Oxford St., W.C. 19-23 Tudor St., E.C.

18 Kirby St., Hatton Garden, E.C. 32 Berry St., Belfast

16 Bedford St., Strand, W.C.

167 Strand, W.C.

10–11 Fetter Lane, E.C.

Bream's Bldgs., Fetter Lane, E.C. 195 Strand, W.C.

6 Temple Lane, E.C. Great New St., E.C.

20-21 Essex St., Strand, W.C. 10 Bolt Ct., Fleet St., E.C.

Avenue Chambers, 42 Bloomsbury Sq., E.C.

6 Temple Lane, E.C.

Whitehall Review World

Socialist (see also Politics)-

Civil Service Socialist Clarion

Commonwealth Justice

Labour Leader

Liberty

Social Democrat Socialist Review

Socialist Standard

Worker, The

Society of Friends (see Religious). Sports and Pastimes—

Athletic News

Badminton Gazette Badminton Magazine

Baily's Magazine Bowling

Boxing Boxing World

Cork Sportsman Country Life Countryside Monthly

County Gentleman

Fur, Sport and Spiele Gamekeeper

Golf Illustrated Golfer, The Golfing Illustrated Sporting and Dramatic News Irish Field

Lawn Tennis Loch to Loch Times Midland Sporting Gazette Mirror of Life

New World of Billiards Pelican Polo Monthly

Potteries Sporting News

Address.

163 St. Stephen's House, S.W. 1 York St., Covent Garden, W.C.

60 Doughty St., W.C. 44 Worship St., E.C. 3-4 Paternoster Bldgs., E.C.

37a Clerkenwell Green, E.C. 30 Blackfriars St., Manchester A.S.U., 58 Victoria St., S.W. 37a Clerkenwell Green, E.C.

30 Blackfriars St., Manchester

10 Sandland St., W.C. 47 Market St., Huddersfield

Withy Grove, Manchester

3 Onslow Ave., Richmond, Surrey

8 Henrietta St., W.C. 8 Bream's Bldgs., E.C.

9-11 Tottenham St., W. 12 Burleigh St., Strand, W.C.

13 Bread St., Queen Victoria St., E.C.

16 Bridge St., Cork

3–13 Southampton St., Strand, W.C.

210 Strand, W.C. 36-38 Southampton St., Strand,

W.C. Bream's Bldgs., E.C.

170 Fleet St., E.C. Gilbertson & Page, Publishers,

Hertford

367 Strand, W.C. 5 Bury St., St. Mary Ave., E.C.

17 Bouverie St., E.C. 172 Strand, W.C.

"Irish Times" Office, Dublin

353 Strand, W.C. 9 Arundel St., W.C.

Nottingham 10 Bread St., Queen Victoria St.,

Oldhams, Long Acre, W.C. 10-11 Fetter Lane, E.C.

Craven House, Kingsway, W.C. Hitchings & Sons, Hanley, Staffs.

Racing Calendar Racing Pigeon Rifleman Rinker, The Rinking World

Road Scottish Referee Shooting Times Sport and Play

Sporting Chronicle Sporting Illustrated Sporting Life Sporting Luck Sporting Mail Sporting Times Sporting World Sports Argus Sports Trades Sportsman Sportsman's Guide Sunday Chronicle Trotting World

Umpire

Winning Post World of Golf Stamp Collecting-British Philatelist Collectors' Journal Ewen's Weekly Stamp News 39 Palace Sq., Norwood Herdman's Miscellany London Philatelist Philatelic Chronicle

Philatelic Exchange and Mart Philatelic Journal Philatelic Record Postage Stamp Stamp Collectors' Fortnightly

Stamp Collectors' Journal Stanley Gibbons' Monthly

West End Philatelist

Address.

6 Old Burlington St., W. 19 Doughty St., W.C.

11 Queen Victoria St., E.C. 25 Temple Chambers, E.C.

58-59 Ave. Chambers, Bloomsbury Sq., E.C.

11 Ludgate Hill, E.C. 67 Hope St., Glasgow

72-77 Temple Chambers, E.C. Lucifer House, Lionel St., Bir-

mingham

Withy Grove, Manchester 12 D'Olier St., Dublin 148 Fleet St., E.C. Whitefriars St., E.C.

J. Feeney & Co., Birmingham

30-32 Fleet St., E.C. 98 Shoe Lane, E.C.

188 Corporation St., Birmingham 170 Fleet St., E.C.

139-140 Fleet St., E.C. 139 Fleet St., E.C. Withy Grove, Manchester

Scrubb's Lane, Willesden Junc., N.W.

Umpire Publishing Co., Ltd., Manchester

30 Henrietta St., W.C. The Grove, Southwark St., S.E.

52 Chancery Lane, E.C.

Philatelic Printing Co., Rotherham

88 Prince's St., Bishop Auckland 4 Southampton Row, W.C.

Philatelic Publishing Co., Handsworth, Birmingham

2 Smith St., Guernsey

68 High Holborn, W.C. 8 Arngask Rd., Catford, S.E. 1 Amen Corner, E.C. 63–64 Chancery Lane, E.C.

Guildhall St., Bury St. Edmunds 391 Strand, W.C.

4-5 Royal Avenue, Old Bond St., W.

ADDRESS.

Stationery Trade—

British and Colonial Printer 58 Shoe Lane, E.C.

and Stationer

Fancy Goods Journal 570 Ludgate Hill, E.C. Fancy Goods Review 47 Cannon St., E.C.

Stationer and Fancy Trades 160a Fleet St., E.C.

Register

Stationers' Gazette Exeter House, Exeter St., W.C.

Stationery Trades Journal 12 Warwick Lane, E.C. Stationery World 47 Cannon St., E.C.

Stenography (see Shorthand).

Stocks and Shares (see Finance and Investments).

Suffragettes (see also Politics)—

Anti-Suffrage Review Caxton House, Westminster, S.W.

2 Robert St., Adelphi, W.C. Common Cause 3 Adam St., Adelphi, W.C. Englishwoman, The

4 Clements Inn, W.C. Votes for Women Vote. The 148 Holborn Bars, W.C.

Sugar Trade (see also Grocery Trade)—

International Sugar Journal Altrincham, nr. Manchester

3 Oxford Ct., Cannon St., E.C. Sugar Users' Journal Tailoring Trade—

42 Gerrard St., W. Gentleman's Tailor Ladies' Cutter 51 Old Bailey, E.C. Ladies' Tailor 42 Gerrard St., W.

London Tailor 51 Old Bailey, E.C.

Men's Wear St. Clement's Press, Portugal St.,

Minister's Gazette 46 Great Marlborough St., E.C.

Outfitter 5-7 Moor Lane, E.C. Tailor and Cutter 42 Gerrard St., W.

17 Great Turnstile St., W.C. Tailoring World

West End Gazette 11 Gresham St., E.C.

Temperance (see also Religious)-

Adviser 108 Hope St., Glasgow W. E. A. Axon, Manchester Alliance News

59 Old Bailey, E.C.

Band of Hope Chronicle

Band of Hope Reciter 33 Hopwood Avenue, Market St., Manchester

Band of Hope Treasury 9 Paternoster Row, E.C. British Workman C.E.T.S., The Sanctuary, West-Illustrated Temperance minster, S.W. Monthly

26 Bury New Rd., Manchester Iuvenile Rechabite 168 Edmund St., Birmingham Juvenile Templar C.E.T.S., The Sanctuary, West-On the Line

minster, S.W.

On the March Onward Onward Reciter Rechabite Magazine Sons of Temperance Temperance Bells Temperance Caterer Temperance Monthly Visitor Jarrold & Sons, Norwich Temperance Pioneer 23–25 City Road, E.C. Temperance Times Temperance Witness

Wings Young Standard Bearer Textile Trades— British Warehouseman Cotton Cotton Factory Times

Cotton Gazette Draper Drapers' Record

Drapery, etc., Gazette Gorst's Monthly Circular Irish Textile Journal Linen Market Textile Manufacturer Textile Mercury

Weekly Record of Textile Trades Association Wool Record Yorkshire Factory Times Theatrical (see also Music, Society, and Sporting)-Bioscope Club Life Encore Era Hull and East Riding Amusements London Day by Day Magnet Midland Amusements Music Hall Review

Owl

Performer, The

Address.

57 Ludgate Hill, E.C. 207 Deansgate, Manchester

26 Bury New Rd., Manchester N.T.L., Carlton House, Enfield Temperance Stall, Derby 57 Chancery Lane, W.C. 29 Ludgate Hill, E.C. Association Bldgs., Dale End, Birmingham W.T.A. Union, 4 Ludgate Hill, E.C. 3-4 Paternoster Bldgs., E.C.

11 Queen Victoria St., E.C. 22 St. Mary's Gate, Manchester J. Andrew & Co., Market Pl., Ashton-under-Lyne 1 Cotton Exchange Bldgs., Liverpl. 46 Aldersgate St., E.C. St. Clements' Press, Portugal St., E.C. 46 Cannon St., E.C. 5 Rumford Pl., Liverpool F. W. Smith, Donegal Sq., Belfast 7 Donegal St., Belfast 65 King St., Manchester Marsden & Co., Carr St., Blackfriars, Manchester 31 Market St., Manchester

10 Booth St., Bolton John Andrew, Union St., Dewsbury 85 Shaftesbury Ave., E.C. 220 Goswell Rd., E.C. 25 Wellington St., Strand, W.C. 5 Tavistock St., Strand, W.C. 74 Lowgate, Hull

34 Essex St., Strand, W.C. 39 Camp Rd., Leeds 14 Broad St. Corner, Birmingham 14 Leicester St., W.C. 28 Upper Priory, E.C. 18 Charing Cross Rd., W.C.

NAME	Address.
Picture Theatre News	58-59 Avenue Chambers, Blooms-
Diamon	bury Sq., E.C.
Playgoer	12 Regent St., S.W.
Playgoer and Society Illus- trated	12 Regent St., S.W.
Stage	16 York St., W.C.
What's On	32 Essex St., W.C.
	Architecture and Building)—
Mill Works Practice	131–132 Middlesex St., E.
Timber and Wood Working Machinery	133 Middlesex St., E.
Timber News	84 Leadenhall St., E.C.
Timber Trade Journal	164 Aldersgate St., E.C.
Woodworker Tobacco Trade—	Odhams, 67 Long Acre, W.C.
Cigar and Tobacco World	140 Holborn, E.C.
Irish Tobacco Trade Jrnl.	53 Lower Sackville St., Dublin
Tobacco	E. S. Caton, Monument Station
	Bldgs., E.C.
Tobacco Trade Review	Eastcheap Buildings, E.C.
Trade Marks (see Invent Trades Protection—	tions)
	Kemps, Ltd., 46 Cannon St., E.C.
Kemp's Mercantile Gazette	_
Mercantile Test	Stubbs, Ltd., 42 Gresham St., E.C.
Stubbs' Legal Circular	
Stubbs' Weekly Gazette	,, ,, ,, ,, ,,
Universities—	
Cambridge University	University Press Warehouse, Fetter
Reporter	Lane, E.C.
University Correspondent	
University Review	33 Soho Sq., E.C.
Upholstery Trade (see F	
Vegetarian (see Food and	Cooking).
Veterinary—	077 : 11 01 0 10 1 71 0
Veterinary Journal	8 Henrietta St., Covent Garden, W.C.
Veterinary News	20 Fulham Rd., S.W. "
Veterinary Record	
Veterinary Student	R. V. College, Camden Town, N.W.
Water (see Gas and Water	
Watchmaking (see Horole	ogy).
Wine and Spirit Trade— Irish Vintner	53 Lower Sackville St., Dublin
Whisky and Allied Trades	7 Anglesea St., Dublin
Review	, maista ot., Dubin
Wine and Spirit Trade Circular	27 Crutched Friars, E.C.

Wine and Spirit Gazette
Wine Trade Review
Yachting—
Yachting Monthly
Yachting Weekly
Yachting World

Yachtsman

Address.

39 Crutched Friars, E.C. Eastcheap Bldgs., E.C.

Bream's Bldgs., Fetter Lane, E.C. Dacre House, 5 Arundel St., W.C. 37 Wallbrook, E.C. 125 Strand, W.C.

THE END



------ AN ABRIDGED LIST OF THE

COMMERCIAL SERIES

-OF

SIR ISAAC PITMAN & SONS, LTD.

1 AMEN CORNER, LONDON, E.C. And at BATH & NEW YORK.

SOLD BY ALL BOOKSELLERS THROUGHOUT THE WORLD

#### ARITHMETIC

First Steps in Commercial Arithmetic. By Arthur E. Williams, M.A., B.Sc. In crown 8vo.
limp cloth, 80 pp
Business Arithmetic. Part I. In crown 8vo, cloth, 120 pp
Answers to Business Arithmetic Part I. Cloth
Business Arithmetic. Part II. In crown 8vo, cloth, 144 pp
Answers to Business Arithmetic, Part II. Cloth
Pitman's Complete Commercial Arithmetic. Contains Parts I and II above mentioned.
In crown 8vo, cloth, 264 pp
Answers to Pitman's Complete Commercial Arithmetic. Whole cloth 1s. 6d.
Pitman's Smaller Commercial Arithmetic. By C. W. Crook, B.A., B.Sc. In crown 8vo,
cloth
Answers to Smaller Commercial Arithmetic
First Steps in Workshop Arithmetic. By H. P. Green, Head Arithmetic Master at Pitman's
School. In crown 8vo, limp cloth, about 80 pp
Pitman's Complete Mercantile Arithmetic. With Elementary Mensuration. By H. P.
Green, F.C.Sp.T., Head Arithmetic Master at Pitman's School. In crown 8vo, cloth
gilt, with Key, 646 pp., 4s. 6d. net. Complete book without Key, 600 pp., 4s. net. Key
separately, 1s. net. Also in three parts. Part I, 300 pp., 2s. 6d. net. Part II, 208 pp.,
1s. 6d. net. Part III, 100 pp., 1s. net.
Counting House Mathematics. By H. W. Porritt and W. Nicklin, A.S.A.A. In crown 8vo,
cloth, 120 pp
Logarithms for Business Purposes. By H. W. Porritt and W. Nicklin, A.S.A.A. In crown 8vo.
limp cloth
Rapid Methods in Arithmetic. By John Johnston. In crown 8vo, cloth, 87 pp1s, net.
Exercises in Rapid Methods in Arithmetic. By John Johnston. In crown 8vo, cloth. 8d. net.
Method in Arithmetic. A guide to the teaching of Arithmetic. By G. R. Purdie, B.A.
In crown 8vo, cloth, 87 pp
Method Arithmetic. In crown 8vo, cloth, 324 pp
Answers to Method Arithmetic. 67 pp
Civil Service and Commercial Long and Cross Tots. In crown 8vo, 48 pp
Pitman's Civil Service Arithmetic Tests. By P. J. Varley-Tipton. In crown 8vo, cloth,
102 pp
Pp

## BOOK-KEEPING AND ACCOUNTANCY

First Steps in Book-keeping. By W. A. Hatchard, A.C.P., F.B.T. In crown 8vo, limp cloth, 80 pp. 8d. net.  Pitman's Primer of Book-keeping. Thoroughly prepares the student for the study of more elaborate treatises. In crown 8vo, cloth, 144 pp. 1s.  Answers to Pitman's Primer of Book-keeping. In crown 8vo, cloth 1s.  Easy Exercises for Pitman's Primer of Book-keeping. In crown 8vo, 48 pp. 6d.  Book-keeping Diagrams. By James McKee. In crown 8vo, 36 pp. 6d.  Book-keeping Simplified. New Edition, enlarged, and thoroughly revised. With new chapters on "Reserves" and "The Formation of Joint-Stock Companies," by W. O. Buxton, A.C.A. (Hons.). In crown 8vo, cloth, 300 pp. 2s. 6d.  Answers to Book-keeping. Simplified. Revised Edition. In crown 8vo, cloth. 1s.  Pitman's Advanced Book-keeping. In crown 8vo, cloth, 1s.  Pitman's Higher Book-keeping and Accounts. By H. W. Porritt and W. Nicklin, A.S.A.  In crown 8vo, cloth, 304 pp., with many up-to-date forms, and facsimile documents.
Full Course in Book-keeping. By H. W. Porritt and W. Nicklin, A.S.A.A. This volume consists of the popular text-book "Higher Book-keeping and Accounts," to which has been prefixed a section on elementary Book-keeping. In crown 8vo, cloth gilt, 520 pp. 3s. 6d. net.
District to Complete Deals Institute A Absorbable community of the first back of the
213 pp. 28. 6d. Book-keeping for Retailers. By H. W. Porritt and W. Nicklin, A.S.A.A. In crown 800 cloth 124 pp. 18. net.
Additional Exercises in Book-keeping, Nos. I and II. New Editions. In crown 8vo, 56 pp. Each. 6d. net.  Answers to the Above Exercises. Nos. I and II. New Editions. Each. 6d. net.
all departments of the subject, and embracing practically every kind of account. With about 20 facsimiles of Company Forms, etc. Enlarged Edition. In crown 8vo, cloth, 424 pp. 3s. 6d.  Answers to Pitman's Complete Book-keeping. Enlarged Edition. In crown 8vo, cloth, 213 pp. 2s. 6d.  Book-keeping for Retailers. By H. W. Porritt and W. Nicklin, A.S.A.A. In crown 8vo, cloth, 124 pp. 1s. net.  Additional Exercises in Book-keeping, Nos. I and II. New Editions. In crown 8vo, 56 pp. Each. 6d. net.  Answers to the Above Exercises. Nos. I and II. New Editions. Each. 6d. net. Pitman's Business Book-keeping Trest Cards. Per set. 1s. 6d. pitman's Business Book-keeping Transactions. No. II. 2s. Pitman's Book-keeping Transactions. No. II. 2s. Pitman's Book-keeping Transactions. No. II. 2s. 6d. How to Teach Book-keeping. By H. W. Porritt and W. Nicklin, A.S.A.A. In crown 8vo, cloth, 72 pp. 2s. 6d. How to Teach Book-keeping. By H. W. Porritt and W. Nicklin, A.S.A.A. In crown 8vo, cloth, 780 pp. 2s. 6d. net. Pitman's Examination Notes on Book-keeping and Accountancy. By J. Blake Harrold, A.C.I.S., F.C.R.A., Lecturer in Accountancy at the Birkbeck College, London. Cloth, 6½ in. by 3½ in. 1s. net. Pitman's Combined Manuscript Book for Book-keeping. The sets consist of:—Cash Book and Countancy and Count
How to Teach Book-keeping. By H. W. Porritt and W. Nicklin, A.S.A.A. In crown 8vo, cloth, 180 pp. 2s. 6d. net. Pitman's Examination Notes on Book-keeping and Accountancy. By J. Blake Harrold,
A.C.I.S., F.C.R.A., Lecturer in Accountancy at the Birkbeck College, London. Cloth, 6½ in
Simplified or "Advanced Book-keeping." Fcap. folio. Journal, 3d.: Cash Book, 3d.: Ledger 8d.
Double Entry in One Lesson. By R. Fleming, A.C.I.S
plete (suide for Investors Business Men Commercial Students etc. In toolscap avo.
cloth, 85 pp
Auditing, Accounting and Banking. By Frank Dowler, A.C.A., and E. Mardinor Harris, Associate of the Institute of Bankers. In demy 8vo, cloth gilt,

BUSINESS TRAINING  Office Routine for Boys and Girls, 1st Stage. In crown 8vo, 64 pp	VI 1
Office Routine for Boys and Girls, 3rd Stage. In crown 8vo, 64 pp	BUSINESS TRAINING
Batton, thoroughly Revised and Enlarged. In crown 8vo, cloth, with illustrations, maps, and facsimile commercial forms, 162 pp	Office Routine for Boys and Girls, 2nd Stage. In crown 8vo, 64 pp 6d. Office Routine for Boys and Girls, 3rd Stage. In crown 8vo, 64 pp 6d. First Stens in Business Training. By V. E. Collinge, A.C.I.S. In crown 8vo, limp cloth,
Edition, thoroughly Revised and Enlarged. In crown 8vo, cloth, with illustrations, maps, and facsimile commercial forms, 188 pp	Edition, thoroughly Revised and Enlarged. In crown evo, cloth, with illustrations,
thoroughly revised and considerably enlarged. In crown 8vo, cloth, 282 pp	Edition, thoroughly Revised and Enlarged. In crown 8vo, cloth, with illustrations, maps, and facsimile commercial forms, 188 pp
cloth gilt, 620 pp., with many facsimile forms. 4s. 6d. net. Also in 2 vols, each price 2s. 6d. net.  Guide to Business Customs and Practice on the Continent. By Emil Davies. In crown 8vo, cloth, 154 pp. 2s. 6d. net.  How to Get a Situation Abroad. By Emil Davies. In crown 8vo, cloth. 1s. 6d. net.  Masters' New Ready Reckoner. Pitman's Edition. Contains 63,000 calculations. In foolscap 8vo, cloth, 358 pp. 1s. net.  Pitman's Discount, Commission, and Brokerage Tables. By Ernest Heavingham. Size 3 in. by 4‡ in., cloth, 160 pp. 1s. net.  Pitman's Discount, Commission, and Brokerage Tables. By Ernest Heavingham. Size 3 in. by 4‡ in., cloth, 160 pp. 1s. net.  How to Start in Lite. By A. Kingston. A Popular Guide to Commercial, Municipal, Civil Service, and Professional Employment. Deals with over 70 distinct kinds of Employment. In crown 8vo, cloth, 128 pp. 1s. 6d.  Guide to the Mercantile Marine. By R. A. Fletcher. A Guide to all who wish to join it. With illustrations. In crown 8vo, cloth 1s. 6d. net.  The Junior Corporation Clerk. By J. B. Carrington, F.S.A.A., Borough Accountant of Paddington; Member of the Institute of Municipal Treasurers and Accountants (Incorporated): etc., etc. In crown 8vo, cloth gilt, with illustrations. 1s. 6d. net.  Pitman's Business Terms, Phrases and Abbreviations. Fourth Edition, revised and enlarged. In crown 8vo, cloth, 280 pp. 2s. 6d. net.  Mercantile Terms and Abbreviations. Containing over 1,000 terms and 500 abbreviations used in commerce, with definitions. Size 3 in. by 4‡ in., cloth 126 pp., 1s. net.  Commercial Terms in Five Languages. Being about 1,900 terms and phrases used in commerce, with their equivalents in French, German, Spanish, and Italian. Size 3 in. by 4‡ in., cloth, 118 pp 1s. net.  How to Teach Business Training. By F. Heelis, F.C.I.S. In crown 8vo, cloth, 18 pp	thoroughly revised and considerably enlarged. In crown 8vo, cloth, 282 pp2s. 6d.  The Theory and Practice of Commerce. Being a Complete Guide to Methods and Machinery of Business. Edited by F. Heelis, F.C.I.S., Examiner in Business Training to the Lancashire and Cheshire Union of Institutes, the West Riding County Council, and the
Masters' New Ready Reckoner. Pitman's Edition. Contains 63,000 calculations. Is. net. foloscap 8vo, cloth, 358 pp	cloth gilt, 620 pp., with many facsimile forms. 4s. 6d. net. Also in 2 vols, each price
Masters' New Ready Reckoner. Pitman's Edition. Contains 63,000 calculations. Is. net. foloscap 8vo, cloth, 358 pp	Guide to Business Customs and Practice on the Continent. By Emil Davies. In crown 8vo,
3 in. by 4\frac{1}{1} in., cloth, 160 pp.,	Masters' New Ready Reckoner. Pitman's Edition. Contains 63.000 calculations. In
Service, and Professional Employment. Deals with over 70 distinct kinds of Employment. In crown 8vo, cloth, 128 pp	3 in. by 4\frac{1}{2} in., cloth, 160 pp.,
With illustrations. In crown 8vo, cloth The Junior Corporation Clerk. By J. B. Carrington, F.S.A.A., Borough Accountant of Paddington; Member of the Institute of Municipal Treasurers and Accountant of Incorporated): etc., etc. In crown 8vo, cloth gilt, with illustrations 1s. 6d. net. Pitman's Business Terms, Phrases and Abbreviations. Fourth Edition, revised and enlarged. In crown 8vo, cloth, 280 pp 2s. 6d. net. Mercantile Terms and Abbreviations. Containing over 1,000 terms and 500 abbreviations used in commerce, with definitions. Size 3 in. by 4\frac{3}{7}\$ in., cloth 126 pp., 1s. net. Commercial Terms in Five Languages. Being about 1,900 terms and phrases used in commerce, with their equivalents in French, German, Spanish, and Italian. Size 3 in. by 4\frac{3}{7}\$ in., cloth, 118 pp 1s. net. How to Teach Business Training. By F. Heelis, F.C.I.S. In crown 8vo, 160 pp 2s. 6d. net. Questions in Business Training. By F. Heelis, F.C.I.S. In crown 8vo, cloth, 108 pp	Service, and Professional Employment. Deals with over 70 distinct kinds of Employ-
Paddington; Member of the Institute of Municipal Treasurers and Accountants (Incorporated): etc., etc. In crown 8vo, cloth gilt, with illustrations	Guide to the Mercantile Marine. By R. A. Fletcher. A Guide to all who wish to join it. With illustrations. In crown 8vo, cloth
used in commerce, with definitions. Size 3 in. by 4\frac{1}{2} in., cloth 12\frac{2}{2} pp., 1s. net.  Commercial Terms in Five Languages. Being about 1,900 terms and phrases used in commerce, with their equivalents in French, German, Spanish, and Italian. Size 3 in. by 4\frac{1}{2} in., cloth, 11\frac{1}{2} pp 1s. net.  How to Teach Business Training. By F. Heelis, F.C.I.S. In crown 8vo, 160 pp 2s. 6d. net.  Questions in Business Training. By F. Heelis, F.C.I.S. In crown 8vo, cloth, 10\frac{1}{2} pp 1s. net.  Answers to Questions in Business Training. By the same author. In crown 8vo, cloth, about 160 pp 2s.  Questions and Answers in Business Training. By the same author. In crown 8vo, cloth, 2\frac{5}{2} pp 2s. 6d.  Business Methods and Secretarial Work for Girls and Women. By Helene Reinherz, M.A., Junior Bursar, Girton College, Cambridge. In crown 8vo, cloth, 6\frac{6}{2} pp 1s. net.  Digesting Returns into Summaries. By A. J. Lawford Jones, of H.M. Civil Service. In	Paddington; Member of the Institute of Municipal Treasurers and Accountants (Incorporated): etc., etc., In crown 8vo, cloth gilt, with illustrations
used in commerce, with definitions. Size 3 in. by 4\frac{1}{2} in., cloth 12\frac{2}{2} pp., 1s. net.  Commercial Terms in Five Languages. Being about 1,900 terms and phrases used in commerce, with their equivalents in French, German, Spanish, and Italian. Size 3 in. by 4\frac{1}{2} in., cloth, 11\frac{1}{2} pp 1s. net.  How to Teach Business Training. By F. Heelis, F.C.I.S. In crown 8vo, 160 pp 2s. 6d. net.  Questions in Business Training. By F. Heelis, F.C.I.S. In crown 8vo, cloth, 10\frac{1}{2} pp 1s. net.  Answers to Questions in Business Training. By the same author. In crown 8vo, cloth, about 160 pp 2s.  Questions and Answers in Business Training. By the same author. In crown 8vo, cloth, 2\frac{5}{2} pp 2s. 6d.  Business Methods and Secretarial Work for Girls and Women. By Helene Reinherz, M.A., Junior Bursar, Girton College, Cambridge. In crown 8vo, cloth, 6\frac{6}{2} pp 1s. net.  Digesting Returns into Summaries. By A. J. Lawford Jones, of H.M. Civil Service. In	Pitman's Business Terms, Phrases and Abbreviations. Fourth Edition, revised and enlarged.  In crown 8vo. cloth, 280 pp
by 4\frac{1}{1}\text{ in., cloth, 118 pp.} \tag{1}\text{ ls. net.} \text{ lw to Teach Business Training.} By F. Heelis, F.C.I.S. In crown 8vo, 160 pp2s. 6d. net. Questions in Business Training. By F. Heelis, F.C.I.S. In crown 8vo, cloth, 108 pp1s. Answers to Questions in Business Training. By the same author. In crown 8vo, cloth, 20 pp2s. Questions and Answers in Business Training. By the same author. In crown 8vo, cloth, 269 pp2s. 6d. Business Methods and Secretarial Work for Girls and Women. By Helene Reinherz, M.A., Junior Bursar, Girton College, Cambridge. In crown 8vo, cloth, 96 pp1s. net. Digesting Returns into Summaries. By A. J. Lawford Jones, of H.M. Civil Service. In	Mercantile Terms and Abbreviations. Containing over 1,000 terms and 500 abbreviations used in commerce, with definitions. Size 3 in. by 4\frac{3}{4} in., cloth 126 pp.,1s. net.
Answers to Questions in Business Training. By the same author. In crown 8vo, cloth, about 160 pp. 2s.  Questions and Answers in Business Training. By the same author. In crown 8vo, cloth, 269 pp. 2s. 6d.  Business Methods and Secretarial Work for Girls and Women. By Helene Reinherz, M.A., Juntor Bursar, Girton College, Cambridge. In crown 8vo, cloth, 96 pp 1s. net.  Digesting Returns into Summaries. By A. J. Lawford Jones, of H.M. Civil Service. It.	by 43 in., cloth, 118 pp
Questions and Answers in Business Training. By the same author. In crown 8vo, cloth, 269 pp	How to Teach Business Training. By F. Heelis, F.C.I.S. In crown 8vo, 160 pp 2s. 6d. net. Questions in Business Training. By F. Heelis, F.C.I.S. In crown 8vo, cloth, 168 pp 1s. Answers to Questions in Business Training. By the same author. In crown 8vo, cloth he hout
Junior Bursar, Girton College, Cambridge. In crown 8vo, cloth, 96 pp 1s. net.  Digesting Returns into Summaries. By A. J. Lawford Jones, of H.M. Civil Service. It.	160 pp. 23.  Questions and Answers in Business Training. By the same author. In crown 8vo, cloth, 64.
crown 8vc, cloth, 84 pp	Business methods and Secretarial work for Girls and women. By Helene Reinnerz, M.A.
	crown 8vc, cloth, 84 pp

# COMMERCIAL CORRESPONDENCE AND ENGLISH

First Steps in Commercial English. By W. Jayne Weston, M.A. (Lond.)., B.Sc. (Lond.).
First Steps in Commercial English. By W. Jayne Weston, M.A. (Lond.)., B.Sc. (Lond.). In crown 8vo, limp cloth, 8o pp
Pitman's Guide to Commercial Correspondence and Business Composition. By W. Jayne
Weston, M.A. Cloth, 146 pp., with many facsimile commercial documents 1s. 6d.
Manual of Commercial English. By the same author. Including Composition and Précis
Writing. In crown 8vo, cloth gilt, 234 pp2s. 6d. net.
Pitman's Commercial Correspondence and Commercial English. In crown 8vo, cloth,
272 pp
250 pp. English-German, 2s. 6d. English, 2s. 6d. English-French, 2s. 6d. English-
Italian, 3s. English-Portuguese, 3s. 6d.
Pitman's Dictionary of Commercial Correspondence in French, German, Spanish, and Italian.
Second, Revised and Cheaper Edition. In demy 8vo, cloth, 502 pp5s. net.
Punctuation as a Means of Expression. By A. E. Lovell, M.A. In crown 8vo, cloth, 80 pp.
1s. fd.
The Avon English Grammar Primer. Cloth, 219 pp
English Grammar. New Edition, Revised and Enlarged by C. D. Punchard, B.A. (Lond.).
In crown 8vo, cloth, 142 pp
A Guide to English Composition. By the Rev. J. H. Bacon. 112 pp., paper 1s.; cloth, 1s. 6d.
Notes of Lessons on English. In crown 8vo, cloth 208 pp
Grammar and its Reasons: For Students and Teachers of the English Tongue. By Mary
Holland Leonard. In crown 8vo, cloth, 392 pp
Pitman's Studies in Elocution. By E. M. Corbould (Mrs. Mark kobinson). With over 100 selections for Reciters and Readers. In crown 8vo, cloth gilt, gilt top 2s. 6d. net.
English Composition and Correspondence. By J. F. Davis, D.Lit., M.A., LL.B. (Lond.).
In crown 8vo, cloth, 118 pp
How to Teach Commercial English By Walter Shawcross B A In grown 8vo cloth gilt
How to Teach Commercial English. By Walter Shawcross, B.A. In crown 8vo, cloth gilt, 160 pp
The Foreign Correspondent. By Emil Davies. In crown 8vo. cloth. 80 pp 1s. 6d net.
Pitman's Pocket Dictionary. Royal 32mo, 5 in. by 3 in., cloth gilt, 362 pp., 1s. net; also
in leather, 1s. 6d. net.
Commercial Dictionary. In crown 8vo, paper boards, 9d. net.; cloth 1s. net.
Studies in Essay Writing. By V. P. Peacock. In crown 8vo, paper, 6d. net., cloth 9d. net.
Guide to Indexing and Précis Writing. By William Jayne Weston, M.A., and E. Bowker,
In crown 8vo, cloth, 110 pp
Indexing and Précis Writing. By A. J. Lawford Jones, of H.M. Civil Service, Medallist and
First Prizeman, Society of Arts, 1900. In crown 8vo, cloth, 144 pp 1s. 6d.
Exercises and Answers in Indexing and Précis Writing. By Wm. Jayne Weston, M.A.
(Lond.). In crown 8vo, cloth, 144 pp

#### COMMERCIAL GEOGRAPHY

Pitman's Commercial Geography of the British Empire Abroad and Foreign Countries. New Edition, Revised and Enlarged. In crown 8vo, cloth, 205 pp., with 35 coloured maps 31 in., cloth, 120 pp.....

#### COMMERCIAL HISTORY

Commercial History. By J. R. V. Marchant, M.A., formerly Scholar of Wadham College, Oxford, Examiner in Commercial History to the London Chamber of Commerce. In 

#### COMMERCIAL READERS

Pitman's Commercial Reader (Intermediate Book). In crown 8vo, cloth, 240 pp. Illus-tains over 160 black and white illustrations. In crown 8vo, cloth, 272 pp. ......2s.

## FRENCH A Child's First Steps in French. By A. Vizetelly. An elementary French reader with

French Business Interviews. In crown 8vo, 80 pp., paper, 1s.; cloth 1s. 6d. Easy French Conversational Sentences. In crown 8vo 6d. French Translation and Composition. By Lewis Marsh, B.A. (Hons.), Cantab., Med. and Mod. Languages Tripos, Late Exhibitioner of Emmanual College; White Prizeman; Assistant Master, City of London School; and Special Instructor in French and German Literary and Bibliographical Notes in English. In crown 8vo, cloth gilt, 350 pp. . . 3s. net. French Phrases for Advanced Students. By Edward J. Kealey, B.A., formerly Classical and Modern Languages Master at Ampleforth College, York; late Senior French Master to the Grammar School, Dudley; and County Council Instructor at the Municipal Technical School, Wednesbury. New, Revised and Enlarged Edition. In crown 8vo, 5

Pitman's International Mercantile Letters. English-French. In crown 8vo, cloth. 2s. 6d. English-French and French-English Dictionary of Business Words and Terms. Size 2 in. by
6 in., cloth, rounded corners
Vest Pocket List of Endings of French Regular and Auxiliary Verbs. With notes on the
Participles and the Infinitive. 48 pp

#### **GERMAN**

Pitman's German Course. Part I. In crown 8vo, paper, 6d.; cloth
Pitman's Commercial German Grammar. By J. Bithell, M.A., Lecturer in German at the
Birkbeck College, London; Recognised Teacher of the University of London. In crown
8vo. cloth gilt
8vo, cloth gilt
Elementary German Correspondence. By Lewis Marsh, M.A. In crown 8vo, cloth2s.
Commercial Correspondence in German. In crown 8vo, cloth, 240 pp2s. 6d.
German Commercial Reader. In crown 8vo, cloth, 208 pp
German Business Letters. First Series. In crown 8vo
German Business Letters. By G. Albers. Second Series. In crown 8vo
German Commercial Phrases. In crown 8vo
German Examination Papers with Model Answers. In crown 8vo
Examination Notes on German. By A. Hargreaves, M.A., Ph.D., Modern Language Master
at the City of London School. Cloth, $6\frac{1}{2}$ in. by $3\frac{1}{2}$ in., 56 pps. net.
Easy German Conversational Sentences. In crown 8vo
Advanced German Conversational Exercises. In crown 8vo
Tourists' Vade Mecum of German Colloquial Conversation. In crown 8vo, cloth1s. net.
Der Neffe Als Onkel. Schiller's Comedy, fully annotated. In crown 8vo, paper, 6d.; cloth, 1s.
English-German and German-English Dictionary of Business Words and Terms. Size 2 in.
by 6 in., rounded corners, cloth
Pitman's International Mercantile Letters. English-German. In crown 8vo, cloth. 2s. 6d.

## ITALIAN

Tourists' Vade Mecum of Italian Colloquial Conversation. Cloth1s. net.
International Mercantile Letters. English-Italian. In crown 8vo, cloth
Italian Business Letters. By A. Valgimigli. In crown 8vo
Pitman's Italian Commercial Grammar. By Luigi Ricci, Professor at the University of
London. In crown 8vo, cloth gilt

## SPANISH AND PORTUGUESE

Spanish Business Letters. First Series. In crown 8vo
Spanish Business Letters. By E. McConnell. 2nd Series. In crown 8vo, 48 pp6d, net.
Spanish Business Interviews. With Correspondence, Invoices, etc. In crown 8vo, paper,
1s.: cloth. 1s. 6d.
Easy Spanish Conversational Sentences. In crown 8vo
Advanced Spanish Conversational Exercises. In crown 8vo
Pitman's Practical Spanish Grammar. In crown 8vo, paper, 1s.; cloth 1s. 6d.
Pitman's Spanish Commercial Grammar. By C. A. Toledano, Spanish Master at the Man-
chester Municipal School of Commerce, Manchester Athenæum, etc. In crown 8vo,
cloth gilt, 250 pp
Spanish Commercial Phrases. With abbreviations and translation. In crown 8vo 8d.
<b>Examination Notes on Spanish.</b> By Alfred Calvert, Public Translator of European Languages:
Lecturer in French, German, Spanish, etc., etc., at the Manchester Municipal School
of Commerce. Cloth, $6\frac{1}{2}$ in. by $3\frac{1}{2}$ in., 56 pp
Mominto Vada Warma of Camint Ollamid Camandian Clath
Tourists' Vade Mecum of Spanish Colloquial Conversation. Cloth1s. net.
Commercial Correspondence in Spanish. In crown 8vo, cloth, 240 pp2s. 6d.
A New Dictionary of the Portuguese and English Languages. In two vols., each 15s. net.
Abridged Edition, two parts in one vol.,
Pitman's International Mercantile Letters. English-Portuguese. In crown 8vo, cloth. 3s. 6d.
a remail a anternational mercantile actions. English-Fortuguese. In crown 640, cioth. 68. 00.

#### HANDWRITING

#### COMMON COMMODITIES OF COMMERCE SERIES

Each book in crown 8vo, cloth, with coloured frontispiece and many illustrations, maps. charts, etc. 1s. 6d. net.

Tea. From Grower to Consumer. By A. Ibbetson. Ot, Messrs. Joseph Travers & Sons. Coffee. From Grower to Consumer. By B. B. Keable. Of Messrs. Joseph Travers & Sons. Cotton. From the Raw Material to the Finished Product. By R. J. Peake.

Sugar, Cane and Beet. By Geo. Martineau, C.B.

Oil, Animal, Vegetable, Essential, and Mineral. By C. Ainsworth Mitchell.

Rubber. Production and Utilisation of the Raw Product. By C. Beadle and H. P. Stevens.

M.A., Ph.D., F.I.C.

Iron and Steel. Their Production and Manufacture. By C. Hood, of the well-known firm of Messrs. Bell Brothers, Limited.

Its Production and Manufacture. By Luther Hooper. Weaver, Designer, and Manufacturer.

Tobacco. From Grower to Smoker. By A. E. Tanner, Chemical Officer in the Customs and Excise Department.

Wool. From the Raw Material to the Finished Product. By J. A. Hunter.

Other volumes in preparation.

#### PRACTICAL PRIMERS OF BUSINESS

Each in crown 8vo, cloth, about 120 pp., 1s. net.

The Money, and the Stock and Share Markets. By Emil Davies, Shipping. By Arnold Hall and F. Heywood. The Elements of Banking. By J. P. Gandy. The Elements of Insurance. By J. Alfred Eke.

Advertising. By Howard Bridgewater.

The Card Index System. Its Principles, Uses, Operation, and Component Parts. By R. B. Byles.

Book-keeping for Retailers. By H. W. Porritt, and W. Nicklin, A.S.A.A.
The Elements of Commercial Law. By A. H. Douglas, LL.B.
English Composition and Correspondence. By J. F. Davis, M.A., D.Litt., LL.B.
Guide to Indexing and Précis Writing. By W. J. Weston, M.A., and E. Bowker.

#### BUSINESS HANDBOOKS

Pitman's Commercial Encyclopædia and Dictionary of Business. Edited by J. A. Slater, B.A., LL.B. (Lond.). Of the Middle Temple and North-Eastern Circuit, Barrister-at-Law. Assisted by upwards of 50 specialists as contributors. A reliable and comprehensive work of reference on all commercial subjects, specially designed and written for the busy merchant, the commercial student, and the modern man of affairs. With numerous maps, illustrations, facsimile business forms and legal documents, diagrams, etc. Orders for complete sets only of the work can be accepted. An elaborate prospectus, containing full particulars with specimen pages, forms, maps, etc., has been prepared, and will be sent post free on application. In 4 vols., large crown 4to, each about 450 pp., cloth gilt, £1 10s. net (7s. 6d. net each volume). Half leather gilt, £2 2s. net. pp., cloth gut, £1 10s. net (10s. 6d. net each volume).

Pitman's Business Man's Guide. Edited by J. A. Slater, B.A., LL.B. Fifth Edition, Revised. 

Lectures on British Commerce, including Finance, Insurance, Business and Industry. By the Rt. Hon. Frederick Huth Jackson, G. Armitage-Smith, M.A., D.Litt., Robert Bruce, 

Associate of the Institute of Bankers, Examiner in Banking and Currency to the London

The Company Secretary's Vade Mecum. In foolscap 8vo, cloth, 183 pp.........1s. 6d. net. Pitman's Guile for the Company Secretary. By Arthur Coles, A.C.I.S., Sometime Lecturer in the Technological Schools of the London County Council. With an Introduction by Herbert E. Blain. Illustrated with 54 facsimile forms. In demy 8vo, cloth gilt, 346 pp. 168 pp. 3s. 6d. net.

The Transfer of Stocks, Shares, and Other Marketable Securities. A Manual of the Law and Practice. By F. D. Head, B.A. (Oxon.), late Classical Exhibitioner of Queen's College; of Lincoln's Inn, Barrister-at-Law. Second Edition, Revised and enlarged. In demy Cloth 112 pp. . . . 1s. net.

Salesmanship. By W. A. Corbion and G. E. Grimsdale. In crown 8vo, cloth, 186 pp.

2s. 6d. net. Advertising. By Howard Bridgewater. 1s. net Handbook of Advertising. By Christopher Jones, In crown 8vo, cloth gilt ... 2s. 6d. net. The Theory and Practice of Advertising. By Walter Dill Scott, Ph.D., Director of the Psychological Laboratory of North-Western University, U.S.A. In large crown 8vo, cloth, 7s. 6d. net. Ads and Sales. A Study of Advertising and Selling from the Standpoint of the New Principles of Scientific Management. By Herbert N. Casson. In demy 8vo, cloth, 167 pp. 6s. net. PITMAN'S TRADER'S HANDBOOKS. In crown 8vo, cloth, 260 pp. Drapery and Drapers' Accounts. By Richard Beynon. Grocery and Grocers' Accounts. By W. F. Tupman. Ironmongers' Accounts. By S. W. Francis. 2s. 6d. net. The World's Commercial Products. By W. G. Freeman, B.Sc., F.L.S., Superintendent, Colonial Economic Collections, Imperial Institute, London, and S. E. Chandler, D.Sc., With Pitman's Office Desk Book. Second, Revised and Cheaper Edition. In crown 8vo, cloth, 309 pp. 1s. net.

The "Cole" Code, or Code Dictionary. Size 7½ in. by 10 in., cloth, 272 pp. 15s. net.

Where to Look. In crown 8vo, cloth, 140 pp. 2s. net.

Economics for Business Men. By W. J. Weston, M.A. (Lond.). B.Sc. (Lond.). In crown 8vo, cloth 1s. 6d. net.

The Student's Guide to Political Economy. By F. H. Spencer, D.Sc., LL.B., Fellow of the Royal Statistical Society, and of the Royal Economic Society; Lecturer in Economics and Director of the Day Commercial School, City of London College. In crown 8vo, cloth 1st case 1st c 

#### LAW

The Elements of Commercial Law. By A. H. Douglas, LL.B. (Lond.). In crown 8vo, cloth, 128 pp
The Commercial Law of England. By J. A. Slater, B.A., LL.B. (Lond.). In crown 8vo,
128 pp. 18. net. The Commercial Law of England. By J. A. Slater, B.A., LL.B. (Lond.). In crown 8vo, cloth, 227 pp. Fifth Edition. 22, 8d. Questions and Answers in Commercial Law. By J. Wells Thatcher, Barrister-at-Law. In crown 8vo cloth, gilt.
crown 8vo, cloth, gilt
at-Law: Lecturer in Commercial Law at the Manchester Municipal School of Commerce.
Cloth, $6\frac{1}{2}$ in. by $3\frac{1}{2}$ in. 1s. net. Elementary Law for Shorthand Clerks and Typists. In crown 8vo, cloth, 213 pp 2s. 6d.
Elementary Law for Shorthand Clerks and Typists. In crown 8vo, cloth, 213 pp2s. 6d.
Legal Terms, Phrases, and Abbreviations. In crown 8vo, cloth, 200 pp2s. 6d.
Conveyancing. By E. A. Cope. In crown 8vo, cloth, 206 pp
Whis, executors, and Trustees. With a Chapter on Intestacy. By J. A. Slater, B.A. LL.B.
(Lond.). In foolscap 8vo, cloth, 122 pp
Lawrence Duckworth Barrister-at-Law. In foolscap 8vo. cloth, 116 pp 1s pet.
The Householders' Legal Rights and Duties with Respect to his Neighbours, the Public, and
the State By I. A. Slater B.A. LL.B. (Lond.). In foolscap 8vo cloth too np. 1s net
The Householders' Guide to the Law with Respect to Landlord and Tenant, Husband and
Wife, Parent and Child, and Master and Servant. By the same author. In foolscap
Wife, Parent and Child, and Master and Servant. By the same author. In foolscap 8vo, cloth, 137 pp
5¢ net
Pitman's Mercantile Law. By J. A. Slater, B.A., LL.B. (Lond.). In demy 8vo, cloth gilt,
448 nn Second Edition revised and enlarged 50 net
Pitman's Bills, Cheques, and Notes. In demy 8vo, cloth gilt, 206 pp 2s. 6d. net.
Income Tax and Inhabited House Duty Law and Cases. By W. E. Snelling. In demy 8vo,
Ciota git, 270 pp
Payrised of Refered in Agency Second Edition, Partiser-at-Law. Second Edition,
cloth gilt, 278 pp
C. A. Montague Barlow, M.P., M.A., L.L.D., and W. Joynson Hicks, M.P., In demy
8vo, cloth gilt, 318 pp
The Student's Guide to Company Law. By R. W. Holland, M.A., M.Sc., LL.B. (Hons.). In
8vo, cloth gilt, 318 pp
Companies and Company Law. Together with the Companies (Consolidation) Act, 1908.
By A. C. Connell, LL.B. (Lond.). In demy 8vo, cloth gilt, 344 pp
In demy 8vo, cloth gilt, 340 pp
The Student's Guide to Bankruptcy Law and Winding up of Companies. By F. Porter Fausset.
B.A., LL.B., Barrister-at-Law. In crown 8vo, cloth gilt, 187 pp 2s. 6d. net. Bankruptcy and Bills of Sale. An A B C of the Law. By W. Valentine Ball, M.A., Barrister-
Bankruptcy and Bills of Sale. An A B C of the Law. By W. Valentine Ball, M.A., Barrister-
at-Law. Second Edition, Revised and Enlarged. In demy 8vo, cloth gilt, 386 pp. 5s. net. Farm Law. By M. G. Johnson. In demy 8vo, cloth gilt, 160 pp. 8s. 6d. net. Pitman's Guide to the Law of Licensing. The Handbook for all Licence Holders. By J. Wells Thatcher, Barrister-at-Law. In demy 8vo, cloth gilt, 196 pp 5s. net.
Farm Law. By M. G. Johnson. In demy 8vo, cloth git, 100 pp
Wells Thatcher Berristrat I aw Indemy support fill incence Holders. By J.
Law of Repairs and Dilanidations. A Handbook for Students and Practitioners. By I. Cato.
Worsfold, M.A., LL.D. In crown 8vo, cloth gilt3s. 6d. net.
Worsfold, M.A., LL.D. In crown 8vo, cloth gilt,
Barrister-at-Law. In foolscap 8vo, cloth, 120 pp
The Law of Evidence. A Handbook for Students and Practitioners. By W. Nembhard
Hibbert, LL.D. (Lond.), Barrister-at-Law of the Middle Temple; sometime Dean of the
Faculty of Laws, University of London; Lecturer on Evidence, Juri-prudence, and
Private International Law at King's College, University of London; Joint Author of "The Law Relating to Company Promoters." In crown 8vo, cloth gilt 3s. 6d. net.
Pitman's Handbook of Local Government Law. By J. Wells Thatcher, of the Middle Temple,
Barrister-at-Law. In large crown 8vo, cloth gilt, 250 pp
Local Government Case Law, 1910 and 1911. By Randolph A. Glen, M.A., LL.B. (Cantab.),
Barrister-at-Law of the Middle Temple and Western Circuit. In two volumes. Vol. I
(1910), 176 pp., large crown 8vo, cloth gilt, 5s. net. Vol. II (1911), about 350 pp., large
crown 8vo, cloth gilt, 7s. 6d. net.

## SHORTHAND

#### TWENTIETH CENTURY EDITIONS

Phonographic Teacher. A Guide to a Practical Acquaintance with the Art of Phonography or Phonetic Shorthand. By Sir Isaac Pitman. Contains 70 reading and writing
exercises
cloth
cloth 1s. 6d Pitman's Shorthand Writing Exercises and Examination Tests. In crown 8vo, 240 pp., quarter cloth 1s.: cloth 1s. 6d
quarter cloth, 1s.; cloth.  Key to "Pitman's Shorthand Writing Exercises and Examination Tests." Contains Keys in Engraved Shorthand to all the Exercises. Complete Edition. In crown 8vo, cloth, 297 pp
Also in parts. Part 1 (to naiving principle), 28. Part 11
20 64
Key to "Pitman's Shorthand Instructor." 1s.; cloth
cloth
Key to "Pitman's Shorthand Manual". 6d Pitman's Shorthand Gradus; A Series of Writing Exercises for use with "Pitman's Shorthand Manual" or "Pitman's Shorthand Instructor" (Part I)
Pitman's Shorthand Reporter (being Part II of "Pitman's Shorthand Instructor"), an adaptation of Sir Isaac Pitman's System to Verbatim Reporting. 2s.; cloth2s. 6d.
Key to "Pitman's Shorthand Reporter"
Key to "Pitman's Shorthand Reporter" 6d. Reporting Exercises; A Praxis on the Grammalogues, Contractions, Phrases, etc., of the Reporting Style of Pitman's Shorthand.
Reporting Style of Pitman's Shorthand
Pitman's Shorthand Commercial Course. Contains a presentation of Sir Isaac Pitman's system specially adapted for students who desire a knowledge of Shorthand for com-
mercial correspondence. Cloth 240 pp.
mercial correspondence. Cloth, 240 pp
1s. 6d. Part II (Lessons 28 to 40). 2s.  Key to "Pitman's Shorthand Commercial Course." Contains Keys to all the Exercises and Business Letters. Coth. 1s. 6d.  Additional Exercises for "Pitman's Shorthand Commercial Course." Quarter cloth. 1s.
Pitman's Shorthand Primer For Use in Elementary Day Schools and Evening Classes
In three books. Each
In three books. Each
Key to "Pitman's Shorthand Reading Lessons, No. 1."
Pitman's Shorthand Reading Lessons, No. 2. For use with "Primer, Book 11"9d.
Pitman's "Fono" Head-Line Shorthand Copy Books. Books A, B, C for "Teacher";
Each
Nos. 1, 2, 3 for "Primer," Book 1. Issued in copy-book size, fcap. 4to (8½ in. by 6½ in.).  Each
Cloth
Grammalogues and Contractions from "Pitman's Shorthand Reporter"; for use in classes
Vest Pocket List of Grammalogues and Contractions of Pitman's Shorthand. 2\frac{1}{2} in. by 1\frac{3}{4} in., 48 pp., limp cloth
Compend of Phonography. Containing alphabet, brief rules, etc
Pitman's Shorthand Dictionary. By Sir Isaac Pitman (Inventor of Phonography, a System
of Phonetic Shorthand based on the Sounds of Speech and the Science of Phonetics). Ninth Edition. The size of the "Dictionary" is crown 8vo (71 in. by 51 in.), and it
consists of 316 pp., in strong binding. Cloth

Pitman's Abridged Shorthand Dictionary. The size is royal 32 mo (3\frac{1}{3} in. by 4\frac{1}{4} in.), and the corners are rounded. Room gilt edges
Pitman's Abridged Shorthand Dictionary. The size is royal 32 mo (3½ in. by 4½ in.), and the corners are rounded. Roan, gilt edges
Reporters' Assistant. A Key to the Reading of the Reporting Style of Phonography, and
a Course of Lessons in Shorthand Outlines. By Sir Isaac Pitman. Revised and enlarged. Eighth Edition. 1s 6d · cloth
Phonographic Phrase Book. By Sir Isaac Pitman. Revised and enlarged. 1s.: cloth. 1s. 6d.
Legal Phrase Book6d.
Ranking Phrase Rook
Insurance Phrase Book 6d. Banking Phrase Book 6d. Military Phrase Book 1s.
PITMAN'S SHORTHAND WRITERS' PHRASE BOOKS AND GUIDES
Electrical Engineering. Cloth
Shipping.         Cloth         1s. 6d. net.           Railway.         Cloth         1s. 6d. net.           Estate Agents, etc.         Cloth         1s. 6d. net.
Estate Agents, etc. Cloth
Tachnical Reporting Comprising Phonographic Abbreviations for Words and Diverse
Technical Reporting. Comprising Phonographic Abbreviations for Words and Phrases commonly met with in reporting Legal, Scientific, and other Technical subjects. By
Thomas Allen Reed. Fifth Edition. 1s. 6d.; cloth
Interlined Speed Practice Books. Containing ordinary print counted for testing speed, with
No. 3—Commercial
Thomas Allen Reed. Fifth Edition. 1s. 6d.; cloth
Grading matter is divided for speeds of 40 50 60 80 700 700 and 160 words per minute
No. 1—Political Speeches. No. 2—Sermons. No. 3—Commercial. No. 4—Speeches
(Commercial) and Addresses. In crown 8vo. Each
Rey to "Graduated Dictation Book in Shorthand, No. 1." Ditto No. 2. In Reporting Style
reading matter is divided for speeds of 40, 50, 60, 80, 100, 120, and 160 words per minute, No. 1—Political Speeches. No. 2—Sermons. No. 3—Commercial. No. 4—Speeches (Commercial) and Addresses. In crown 8vo. Each
ordinary print. In demy 8vo. 6d.; cloth
Teachers and for Students cultivating Speed in Shorthand. In crown 8vo, cloth2s.
Pitman's Progressive Dictator. Third Edition. In grown 8vo cloth.
Pitman's Shorthand Candidate's Dictation Exercises. In crown 8vo, cloth
9g net
Pitman's Cumulative Speller and Shorthand Vocabulary. By Charles E. Smith. In crown
8vo, cloth
counted in 10's for dictation. 27 in. by 33 in. Each
Acquisition of Speed in Shorthand, with Facsimile Notes of Famous Fast Writers of Pitman's Shorthand. Revised and Enlarged Edition. By E. A. Cope. In ordinary print.
In crown 8vo
In crown 8vo
Preparation, Aids and Hindrances, etc. By A. Kingston. Eighth Edition. 1s. 6d.:
Shorthand Commercial Letter Writer. A Guide to Commercial Correspondence in the
cloth
hand Commercial Letter Writer. In ordinary print. 6d.: cloth
The Shorthand Commercial Letter Writer and Key, in one volume. Cloth2s.
Office Work in Shorthand. Being specimens of Legal and other Professional Work com-
Key to "Office Work in Shorthand." Containing all the Letters, etc., of Office Work in
Shorthand, in ordinary print. 6d.; cloth
Unice Work in Shorthand and Key, in one volume. Cloth
And Commercial Letter Writer. In ordinary print. 6d.; cloth. 18.  The Shorthand Commercial Letter Writer and Key, in one volume. Cloth. 28.  Office Work in Shorthand. Being specimens of Legal and other Professional Work commonly dictated to Shorthand Clerks, in the Reporting Style. 18.; cloth. 18.6d.  Key to "Office Work in Shorthand." Containing all the Letters, etc., of Office Work in Shorthand, in ordinary print. 6d.; cloth. Cloth. 28.  Office Work in Shorthand and Key, in one volume. Cloth. 28.  Business Correspondence in Shorthand. In the Reporting Style. 18.; cloth. 18.6d.  Key to "Business Correspondence in Shorthand." In ordinary print, with the letters counted for dictation. 6d.: cloth. 18.
Programmer Commenced in Charthand and Very In one volume bound in cloth
Exercises in Business Shorthand. By A. Benjamin. In foolscap 8vo. cloth2s.
Exercises in Business Shorthand. By A. Benjamin. In foolscap 8vo, cloth1s. net.  Trade Correspondence in Shorthand. In the Reporting Style1s.  Key to "Trade Correspondence in Shorthand." In ordinary print, with the letters counted for distation.
Key to "Trade Correspondence in Shorthand." In ordinary print, with the letters counted for dictation
201 010101011

Miscellaneous Correspondence in Pitman's Shorthand. Legal, Banking, and Commercial Letters, 250 words each. Reporting Style, with Key in ordinary print. In crown 8vo, oblong. Quarter cloth, 1s.; cloth	
Miscellaneous Readings in Pitman's Shorthand, No. 1. In crown 8vo, 61 pp., cloth, 1s. net;	
Pitman's Shorthand Teacher's Handbook. Fifteenth Edition. In crown 8vo. Cloth. 1s. 6d.	
SHORTHAND READING BOOKS (Printed from engraved characters except where otherwise stated)	
IN THE LEARNER'S STYLE	
Æson's Fables. In words of one syllable	
Easy Readings. In words of one syllable, with Key in ordinary print	
Phonographic Reader. A Course of Reading Exercises, with Key in ordinary print6d.	
The Chimes. By Charles Dickens. 1s. 6d.; cloth	
Mugby Junction and Other Stories. By Charles Dickens. 1s. 6d.; cloth	
Self-Culture. Intellectual, Physical, and Moral. A vade mecum for young men and students.	
Key to ditto, in ordinary print. In post 8vo. cloth	
The Vicar of Wakefield. By Oliver Goldsmith. Illustrated. 2s.; cloth2s. 6d.	
Robinson Crusoe. By Daniel Defoe. Illustrated. 9s. cloth	
The Chimes. By Charles Dickens. 1s. 6d.; cloth. 2s. The Battle of Life. By Charles Dickens. 1s.; cloth. 1s. 6d. Mugby Junction and Other Stories. By Charles Dickens. 1s. 6d.; cloth. 2s. Self-Culture. Intellectual, Physical, and Moral. A vade mecum for young men and students. By J. S. Blackie. 1s.; cloth. 1s. 6d. Key to ditto, in ordinary print. In post 8vo, cloth. 2s. 6d. The Vicar of Wakefield. By Oliver Goldsmith. Illustrated. 2s.; cloth. 2s. 6d. Gulliver's Voyage to Lilliput. By Jonathan Swift. 1s.; cloth. 1s. 6d. Robinson Crusoe. By Daniel Defoe. Illustrated. 2s.; cloth 2s. 6d. Tales and Sketches. By Washington Irving; with Key in ordinary print. 1s.; cloth. 1e. 6d. The Silver Shin of Mexico. 1s. cloth. 1s. 6d.	
The Silver Ship of Mexico. 1s.; cloth	
Select Readings, No. 1	
The Silver Ship of Mexico. 1s.; cloth	
IN THE REPORTING STYLE	
A Christmas Carol. By Charles Dickens. 1s.: cloth	
The Cricket on the Hearth. By Charles Dickens. 1s. 6d.; cloth. 2s. The Haunted Man. By Charles Dickens; with 23 illustrations by S. J. Loxton. 1s. 6d.; cloth	
cloth	
Around the World in Eighty Days. By Jules Verne, abridged. 1s. 6d.; cloth	
Selections from American Authors. With Key in ordinary print. 1s.; cloth1s. 6d.	
Rin Van Winkle. By Washington Irving; with Key in ordinary print6d.	
tions6d.	
Thankful Blossom. By Bret Harte. 1s.; cloth	
Gleanings, No. 2. With Key in ordinary print	
Reporting Style. Authorised Version. In demy 8vo (81 in by 53 in ) 800 pp. with	
table of contents. Cloth, red edges, 10s.; roan, gilt edges, 12s.; morocco, gilt edges, 15s.	
table of contents. Cloth, red edges, 10s.; roan, gilt edges, 12s.; morcoco, gilt edges, 15s.  The New Testament. In Easy Reporting Style, with two coloured maps. Authorised Version. Size of page, 6½ in. by 4 in. Roan, red edges, 4s.; morcoco, gilt edges. 5s.	
The Book of Common Prayer. Easy Reporting Style. Size of pages, 64 in. by 4 in. Roan,	
Church Services. Easy Reporting Style as an Size of page 61 in by 4 in Roam	
red edges, 4s.; moroccoo, gilt edges	
ADAPTATIONS OF PHONOGRAPHY TO FOREIGN LANGUAGES	
French Phonography. By T. A. Reed, Rules in English: Examples, etc., in French.	
In Dutch. In large post 8vo	
Games Shorthard An adaptation of Dhancard the the Common Shorthard An adaptation of Dhancard the the Common Shorthard	
and English. In crown 8vo. 1s. 6d.; cloth. 2s.  Italian Phonography. An adaptation of Phonography to the Italian language, by Giuseppe Francini. In Italian. In crown 8vo	
Francini. In Italian. In crown 8vo	
Latin Phonography. An adaptation of Phonography to the Latin language, by Rev. W. Tatlock, S.J. In Latin. Cloth	
13	

Spanish Shorthand. An adaptation of Phonography to Spanish. In Spanish. Fourth Edition. Cloth			
TYPEWRITING			
Pitman's Typewriter Manual. A Practical Guide to Commercial, Literary, Legal, Dramatic, and all classes of Typewriting work. Sixth Edition, Revised and Enlarged. In large post 4to, cloth. 28.6d.  Pitman's Typewriting Examples. Forty-eight facsimile examples, embracing a variety of typewriting work—Commercial, Legal, Tabular, and General—on 24 cards in stout envelope. Can be used with any machine. In fcap, folio. 28.6d.  Ditto. Printed in oblong note-book for standing by the side of the machine 28.  Ditto. Note-book form, in covers 18.6d.  Pitman's Exercises and Tests in Typewriting. More than 80 graduated exercises and over 40 examination tests. Second Edition, Revised. In fcap, folio. Quarter cloth, 28.6d.; cloth. 38.  Practical Course of Touch Typewriting. With Chart and Diagram in five colours, Exercises and Repetition Practice. By C. E. Smith; 8½ in. by 11 in. English Edition, entirely re-set and revised. Adapted for Use with Single or Double Keyboard Machines.			
How to Teach Typewriting. By Kate Pickard, B.A. (Lond.). In crown 4to, cloth. 3s. net. The Junior Typist. By Annie E. Davis. Designed as a guide through the elementary stages and thence to a first examination. In demy 8vo, cloth			
PERIODICALS			
Fitman's Journal. Subscription, which may begin at any time, 6s. 6d. per annum, post free. (Estab. 1842). 32 pp. Weekly 1d., by post 1½d.  Pitman's Shorthand Weekly. (Est. 1802). Weekly 1d., by post 1½d.  Pitman's Commercial Teacher's Magazine. 32 pp., Monthly 1d.  Book-keepers' Magazine. Edited by F. J. Mitchell. Organ of the Association of Book-keeping Teachers. Monthly, 2d.; post-free 2½d.  Commercial Teacher. Edited by W. H. Lord and H. H. Smith. Organ of the Incorporated Society of Commercial Teachers. Quarterly, 3d.; post-free, 4d.  Local Government Review. Monthly. Egipter P. Booth. Monthly, 2d.; post-free, 2½d.  Local Government Review. Monthly. Egipter P. Booth. Monthly, 2d.; post-free, 2½d.  Hallett's Shorthand Gazette (Est. 1906) (Incorporating the "Phonographer"). Edited by F. J. Hallett. In royal 8vo. Monthly			

مل مل مل مل مل مل

PITMAN'S COMPLETE

COMMERCIAL

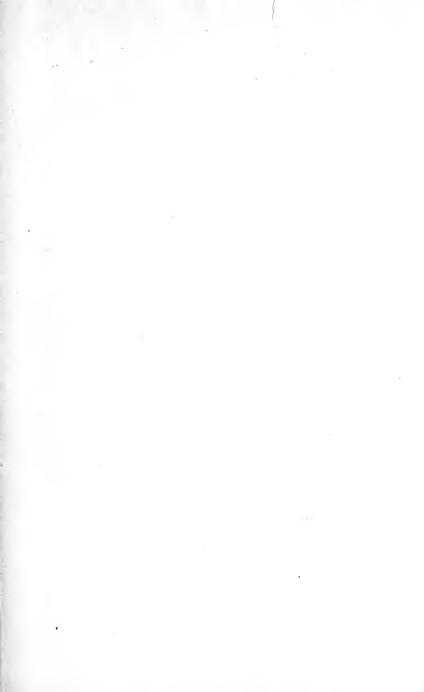
AND SHORTHAND

CATALOGUES

containing full particulars of the books referred to in this

Catalogue will be sent post free on application.





## THIS BOOK IS DUE ON THE LAST DATE STAMPED BELOW

## AN INITIAL FINE OF 25 CENTS

WILL BE ASSESSED FOR FAILURE TO RETURN THIS BOOK ON THE DATE DUE. THE PENALTY WILL INCREASE TO 50 CENTS ON THE FOURTH DAY AND TO \$1.00 ON THE SEVENTH DAY OVERDUE.

TARL CO

JAN 2 1936	DEC 03 1987
OCT 191940	10 DISC NOV 0 3 1987
MAY 8 1946	
700g'54TFTU	
23Apr'55\$\$	1111
7]an'5786X	
REC'D LD	
DEC 14 1956 280ct/58PTF	
REC'D LD	
90T 14 1958	
, ,	LD 21-100m-8,'34

Eren Promi U.C. BERKELEY LIBRARI





CONTRACTOR

